

## INTRODUCTION

As fire service professionals, we all understand the need for standardized, yet contemporary policies, procedures and guidelines; and we at the California State Fire Marshal's Office recognize the concern of the California Fire Service for standardization of the programs managed by State Fire Training. This document is intended to provide that standardization.

Many changes have occurred in our operational procedures since the first CFSTES Policies and Procedures Manual was issued in 1985. In many instances these have necessitated revision of existing policies and the development of new ones. In all cases, major policy changes have been reviewed and approved by the State Board of Fire Services (SBFS) prior to implementation.

As with any document published by this office, we have attempted to include all the information that you, the user, might find useful. If, however, you do not find the information you need, please contact us by writing or calling.

CDF/Office of the State Fire Marshal  
State Fire Training  
P.O. Box 944246  
Sacramento, CA 94244-2460  
(916) 445-8200

Thank you for your continued support of our efforts to provide the training and education framework to assist you in achieving your professional development goals.

## **A C K N O W L E D G E M E N T S**

The development of the material contained in this guide was coordinated by the Training Division of the California State Fire Marshal's Office and approved by the State Training and Education Advisory Committee (STEAC) and the State Board of Fire Services (SBFS).

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**OFFICE OF THE STATE FIRE MARSHAL**

(A) MISSION

The mission of the Office of the State Fire Marshal (OSFM) is to protect life and property through the development and application of fire protection engineering, enforcement, and education. This mission involves establishment of a fire safe environment for the citizens of California, an environment that serves as a foundation to be built upon and molded by local agencies to meet their specific needs. The State Fire Marshal is able to achieve the objective of public fire safety because enforcement of the minimum fire safety standards is generally carried out by legally organized local fire authorities. This delegation of enforcement responsibilities eliminates duplicating and overlapping effort and, at the same time, preserves the concept of local autonomy.

(B) INTRODUCTION

The State Fire Marshal's Office functions as an independent state department within the State and Consumer Services Agency. The department is under the direction of the State Fire Marshal who is appointed by and serves at the pleasure of the Governor.

The mission of the Office is carried out in three basic ways: 1) by regulating buildings in which people live, congregate, or are confined; 2) by controlling substances and products which may, in and of themselves, or by the misuse, cause injuries, death, and destruction by fire; and 3) by training and educating in fire protection methods and responsibilities. Reduced to its simplest terms, the function of the State Fire marshal is fire prevention. That function is accomplished through several major program elements including regional operations, technical services, training, arson and bomb investigation, pipeline safety, oil refinery and chemical plant safety, and fire incident reporting.

In addition to these program elements, the State Board of Fire Services (SBFS) plays a major role in providing a state-level focus for resolving fire prevention and control issues affecting the entire fire service. This 18-member Board is comprised of representation from fire service labor, fire chiefs, fire districts, volunteer fire fighters, city and county governments, CDF, OES, the insurance industry, and is chaired by the State Fire Marshal. The Board serves in an advisory capacity in such areas as the development of technical and professional performance standards for training fire service personnel; accreditation of curriculum; establishing policy for the certification system for the California fire service, and other issues of concern and importance.

The OSFM has established several other advisory committees comprised of SFM staff, fire service representatives, outside agencies, and industry people to aid in carrying out the regulations and duties of the Office.

The OSFM maintains a headquarters office in Sacramento with regional offices in San Leandro and West Covina, and branch offices located statewide from Eureka to San Diego. The distribution of the regional and branch offices affords both the field representatives and the public almost immediate access to the services of this office.

## STATE FIRE TRAINING

### (A) OVERVIEW

The OSFM's fire service training functions are an outgrowth of the transfer of the Fire Service Training and Education Program (FSTEP) from the Department of Education in 1978. Since that time, the OSFM's role has evolved from one in which State Fire Marshal staff worked directly with fire departments in the field to one of coordination of the statewide delivery system, working through and with community colleges and registered instructors.

It is important to note all of the following services are self-funded by fees paid by the participants.

### (B) CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM (CFSTES)

CFSTES is a system of course delivery and certification. CFSTES outlines certification "tracks" for both volunteer and career fire fighters. The system identifies a "core" of certification prerequisites such as experience requirements, completing a specific course of study, and passing appropriate certification examinations. The certification tracks range from Fire Fighter to Chief Officer. There are forty-nine classes which make up the course study requirements in order to qualify for certification in eleven career tracks.

CFSTES is a self-supported program with all revenue coming from class registration/materials and position certification fees. This revenue provides staff, office space and equipment, operates the bookstore, funds advisory committee meetings and curriculum projects when possible.

The majority of CFSTES classes are delivered throughout the state in conjunction with the California community college system. Fees generated from student enrollments off-set the cost of delivering the classes.

### (C) CALIFORNIA FIRE ACADEMY (CFA)

The California Fire Academy, Asilomar Campus, is located at the famous Asilomar Conference Center in Pacific Grove - situated on 105 acres of beautiful forest, sand dunes, and ocean front. The academy is cosponsored and managed by State Fire Training in cooperation with Monterey Peninsula College.

On the Asilomar Campus, the Academy conducts specialized training courses and advanced officer programs of statewide impact. These courses and programs are offered in a concentrated residential setting that is most conducive to intensive learning. On-campus programs are targeted to middle and top-level fire officers, fire service instructors, technical professionals, and representatives from allied professions. Any person with substantial involvement in fire prevention and control, emergency medical services, or fire-related emergency management activities is qualified for academy courses.



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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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### (D) FIRE SERVICE TRAINING AND EDUCATION PROGRAM (FSTEP)

FSTEP is a program through which the OSFM assists local fire agencies in meeting their specific training needs. There are forty-one courses available through the FSTEP program ranging from live fire training to auto extrication. The OSFM coordinates the delivery through the use of “approved” curricula and registered instructors

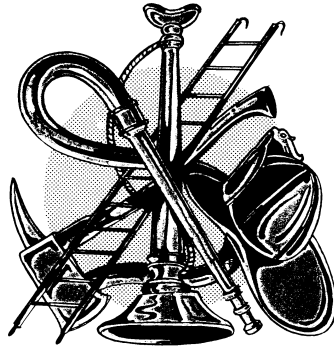
The FSTEP series is designed to provide both volunteer and career fire fighters with hands-on training in fire fighting, extrication, rescue, vehicle and pump operations. Courses are delivered through registered instructors and may be custom tailored by the instructor to meet each department’s specific needs. Upon successful completion of each course, a California State Fire Marshal’s certificate of completion will be issued by the instructor.

FSTEP program coordination and materials are provided free of charge to local fire agencies. To schedule a course in your area contact State Fire Training at (916) 262-1958.

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# STATE FIRE TRAINING POLICIES & PROCEDURES



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California Fire Service  
Training & Education System  
(CFSTES)

## **CALIFORNIA FIRE SERVICE TRAINING AND EDUCATION SYSTEM CFSTES**

### **(A) OVERVIEW**

In the continuing efforts to establish coordination among the various elements that contribute to the development, delivery, and administration of training for the California fire service, the California Fire Service Training and Education System (CFSTES) was created.

CFSTES was the name given to the former "California Fire Academy System" which represented the initial attempt to employ a "system" concept to fire service training. The name was decided upon to avoid confusion with the California Fire Academy at Asilomar. Through the years, CFSTES has become synonymous with CERTIFICATION.

### **(B) OBJECTIVES**

The objectives of CFSTES is to provide a single statewide focus for fire service training in California. General functions of the System include:

- implementing OSFM standards and policies
- managing curriculum development
- accrediting courses leading to certification
- approving standardized training programs for local and regional delivery
- administering the certification system
- publishing career development guides, instructor guides, student manuals, and related support materials
- maintaining liaison with individuals, groups, organizations, and agencies involved in training

Some of these functions require direct control, as in the case of certification and accreditation; however, for the most part, CFSTES' role is one of facilitating, coordinating, and assisting in the development and delivery of standardized in-service and specialty training for the California fire service.

### **(C) HOW CFSTES WORKS**

The California State Fire Marshal has the responsibility for the System. A full-time staff, headed by the Division Chief for State Fire Training, manages CFSTES from the OSFM headquarters in Sacramento.

The development and updating of curriculum, certification exams, and student manuals is accomplished through advisory committees or volunteer task forces of working professionals in the field. All substantive changes and/or additions to standards, policies, and procedures are reviewed by the Statewide Training and Education Advisory Committee (STEAC) prior to presentation to the SBFS and the OSFM for adoption. CFSTES is totally self-funded from participant fees, i.e., student registrations, certification fees, and the sale of bookstore materials.

**PEER ASSESSMENT FOR CERTIFICATION EVALUATION**  
**PAGE I**

(A) COMMITTEE GOAL

To enhance the professional credibility of position certifications earned through the California Fire Service Training and Education System (CFSTES) for the California fire service.

(B) COMMITTEE ROLE

To perform an audit of all applications for position certification; to include course records, certificates, resumes, correspondence and other communications relative to individual requests for position certification.

Committee members are expected to maintain confidentiality and respect the rights of privacy for those applications reviewed. Failure to maintain confidentiality by any committee member will be cause for terminating committee membership.

(C) COMMITTEE MEMBERSHIP

- (1) Members of the PACE I committee will be appointed by the committee chair for a two-year term.
- (2) The committee chair will be the State Fire Training Certification Coordinator unless otherwise specified.
- (3) The committee will be comprised of Fire Chiefs; Training Officers; Certified Fire Officers; and representatives of the Community College system.
- (4) Technical advisors may be appointed by State Fire Training based on a specific need, and will serve as nonvoting members of the committee.

(D) ORGANIZATIONAL STRUCTURE

The chair shall forward results of audits directly to the State Fire Marshal.

(E) MEETINGS

Meetings will be scheduled on a quarterly basis (January, April, July, October).

(F) COMMITTEE PROTOCOL

- (1) State Fire Training staff shall assemble and organize applications and records for review.
- (2) Committee will review each application to determine certification eligibility.
- (3) If the application is complete and approved, the certificates will be mailed within 5 working days of the PACE I meeting.
- (4) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within 5 working days of the PACE I meeting.

(G) RESPONSIBILITY OF THE CHAIR

Interpretation and decisions are the purview of the chair. The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the State Fire Marshal for resolution.

(H) APPEALS

Appeals relative to denial of eligibility for certification may be made utilizing the following procedures:

- (1) Appeals shall be in writing, directed to the Deputy Chief of State Fire Training no later than 30 days after notification of initial review and denial. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation and the desired outcome.
- (2) The Deputy Chief of State Fire Training shall render his/her decision in writing within 30 days of receipt of appeal.
- (3) The applicant may appeal the decision of the Deputy Chief of State Fire Training by writing to the State Fire Marshal within 30 days after notification of the Deputy Chief's finding.
- (4) The OSFM shall render his/her decision within 30 days of receipt of appeal.
- (5) The decision of the OSFM shall be final.

## APPLICATION FOR CERTIFICATION

FULL NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
DEPT PHONE #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

Application for certification may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. Requirements vary depending upon the position certificate you are applying for. Refer to the State Fire Training Policies and Procedures manual for specific details. Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE I) committee on a quarterly basis (January, April, July, October). Please include with your application the appropriate documentation for each category below.

### **APPLICATION**

- An application form for certification identifying the position.

### **INSTRUCTION**

- Copy of the score letter(s) for each of the required accredited OSFM courses.  
OR
- Copy of the completion certificate(s) for any additional training that is required.

### **PREREQUISITE**

- Copy of position certificate or verification of officer rank by the Chief and written on department letterhead.  
OR
- Copy of college transcripts.

### **EXPERIENCE**

- Verification of the experience requirement and current employment signed by the Chief and written on department letterhead.

### **FEE**

- Payment of the certification fee. **(FEES ARE NONREFUNDABLE)**

CERTIFICATION ENROLLMENT FOR:

CERTIFICATION FEE

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

(PCA 59210-142500-23)

☐ **Certification Requirements Met.** I have reviewed the certification guidelines for the position(s) I am applying for and have enclosed all required documentation.

☐ **Certification Enrollment Only.** I have not completed all requirements for certification. Complete documentation will be forwarded at a later date.

**POLICY ALTERNATIVES FOR COURSE EQUIVALENCIES**  
**PAGE III**

(A) COMMITTEE GOAL

To recognize the life experience and career education of fire service professionals. To enhance the professional credibility of position certifications earned through the California Fire Service Training and Education (CFSTES) for the California fire service.

(B) COMMITTEE ROLE

To evaluate certification applicants who believe they meet the instructional requirements for certification through life experience and career education but who have been prevented from progressing within a certification track. Recognition of life experience and career education will be considered for CFSTES course work only and not in lieu of prerequisite community college units.

(C) COMMITTEE MEMBERSHIP

- (1) The four-member committee will be comprised of the California State Fire Marshal, a designated Deputy Chief, the Division Chief of State Fire Training, and Co-Chair of the Statewide Training and Education Committee (STEAC) or a representative from the State Board of Fire Services.
- (2) The committee chair shall be the State Fire Marshal.
- (3) Technical advisors may be appointed by the State Fire Marshal based on a need for discipline-specific information.

(D) PETITION

Applicants' request for certification shall have previously been reviewed by the PACE I (Peer Assessment for Certification Evaluation) committee.

For any missing course work identified under the INSTRUCTION category, applicants may petition for a PACE III review.

- (1) Petitions shall be in writing to the Division Chief of State Fire Training. The Division Chief shall acknowledge receipt of the petition and schedule an interview date for the applicant.
- (2) Petitions shall clearly identify each CFSTES course to be considered for equivalency credit.
- (3) Petitions shall include a detailed analysis of the proposed equivalent life experience and/or career education as it relates to each CFSTES course in consideration.

Life experience includes, but is not limited to, positions held in the fire service, curriculum development, and relevant work experience.

Career education includes, but is not limited to, course work taken through educational institutions and other outside training institutions/organizations.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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- (4) Applicants shall submit four (4) copies of their petition, supporting documentation, and any corresponding PACE I Certification Review form.
- (5) Applicants shall make a verbal presentation outlining their qualifications and education and respond to any questions the PACE III committee may have relative to their qualifications and petition.

### (E) FEES

A nonrefundable fee shall be submitted with the petition. For each CFSTES course under consideration for equivalency credit, applicants must submit the current course registration fee.

### (F) INTERVIEWS

Interviews will be conducted a minimum of twice a year at a State Fire Marshal's Office (Sacramento, West Covina, or San Leandro). Applicants are responsible for their own costs for attendance, travel and miscellaneous expenditures.

Applicants shall be notified of the committee's decision within five (5) working days from the interview.

### (G) APPEALS

Since PACE III is an appeal process for a PACE I review, the committee's decision is final.



## **CERTIFICATION SYSTEM**

This chart identifies all the positions which comprise the certification system for the California Fire Service... the professional development "paths" to achieving advancement within the fire service profession.

The term "certification" is used to recognize an individual for having met approved professional standards by meeting certification prerequisites, experience requirements, completing a specific accredited course of study, and passing appropriate certification examinations.

Specific details for each level of certification, including experience requirements, are provided on the succeeding pages.

This is a dynamic system which has evolved over many years, and is the result of input from individuals and organizations within the California Fire Service.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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**FIRE FIGHTER SERIES**

(A) PURPOSE AND GOALS

- (1) To set minimum performance standards for Fire Fighters.
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To establish a standard curriculum of basic courses for California fire service fire fighter training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To correlate OSFM certification standards with national certification standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (6) To have all fire fighters in California become certified to an appropriate level.

(B) TRAINING GUIDES AND RESOURCES

- (1) A Career Development Guide providing an analysis of each task contained in the Fire Fighter programs. This guide lists a performance standard for each task identified and an applicable reference source.
- (2) An Instructor Guide providing the instructor with lesson plans and manipulative performance tests for all tasks included in the Fire Fighter curriculum.
- (3) A Fire Fighter Training Record.
- (4) Essentials of Fire Fighting as published by IFSTA is the recommended study guide.

## VOLUNTEER FIRE FIGHTER

### (A) PROGRAM OVERVIEW

Volunteer Fire Fighter certification identifies the minimum tasks necessary to assure safety on the fire ground. It is a level of certification that recognizes the contributions and efforts of those who volunteer their time and energy to provide fire protection for their community.

### (B) CERTIFICATION ESTABLISHED

Certification established September 1, 1976.

### (C) CERTIFICATION GUIDELINES

#### (1) INSTRUCTION

- (a) Participants shall, through a qualified instructor, complete the training as specified in the Volunteer Fire Fighter instructor guide. (Under development.)

1. This training is verified on the Volunteer Fire Fighter Training Record.
2. This record should be kept on file in the department and should not be submitted to State Fire Training.

#### (2) PREREQUISITE

- (a) None

#### (3) EXPERIENCE

- (a) Have a minimum of 6 months experience in a California fire department as a volunteer or part-time, paid fire fighter.

#### (4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to State Fire Training:

- (a) A Volunteer Fire Fighter Application for Certification card. This application card must be signed by the Fire Chief.
- (b) Payment of the certification fee. **(Fees are nonrefundable)**

The Volunteer Fire Fighter Training Record should be kept on file in the department and should not be submitted to State Fire Training.

**VOLUNTEER FIRE FIGHTER TO FIRE FIGHTER I SUPPLEMENT**

(A) PROGRAM OVERVIEW

Certified Volunteer Fire Fighters may become Fire Fighter I certified by completing supplemental training. The Volunteer Fire Fighter Supplement Program identifies the additional training necessary to complete the requirements for Certified Fire Fighter I.

(B) CERTIFICATION ESTABLISHED

Certification established September 1, 1976.

(C) CERTIFICATION GUIDELINES

(1) INSTRUCTION

- (a) Participants shall, through a qualified instructor, complete the training as specified in the Fire Fighter I instructor guide.

- (b) This training is verified on the Volunteer Fire Fighter Supplemental Training Record.

This record should be kept on file in the department and should not be submitted to State Fire Training.

(2) PREREQUISITE

- (a) Certified Volunteer Fire Fighter.

(3) EXPERIENCE

- (a) Have an additional 6 months experience in a California fire department as a fire fighter.

(4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to State Fire Training:

- (a) A Fire Fighter I Application for Certification card. This application card must be signed by the Fire Chief.

- (b) Payment of the certification fee. **(Fees are nonrefundable)**

The Volunteer Fire Fighter Supplemental Training Record should be kept on file in the department and should not be submitted to State Fire Training.

## FIRE FIGHTER I

### (A) PROGRAM OVERVIEW

Fire Fighter I certification identifies the skills and knowledge necessary for the entry-level fire fighter to safely perform the tasks required of the job. This training prepares the fire fighter to perform essential and advanced fireground tasks with minimal supervision and to use, inspect and maintain fire fighting and rescue equipment. In addition, the Fire Fighter I program provides training in the skills necessary to perform basic rescue operations, fire prevention and fire investigation tasks. It is the level of certification that allows entry into all tracks of the certification system.

### (B) CERTIFICATION ESTABLISHED

Certification established January 1, 1976.

### (C) CERTIFICATION GUIDELINES

The authority to set standards for, and certify fire service personnel, extends only to employed or volunteer fire service personnel in California.

**Out-Of-State Fire Fighters** - A fire fighter from another state is eligible to become certified only after he/she serves in a fire department in California. At this time, the State Board of Fire Services does not accept certification from any other state as being equivalent to certification in California.

**Military Fire Fighters** - A military fire fighter is eligible to become certified only after he/she serves in a fire department in California. Certification requirements are the same for military and nonmilitary fire service employees.

#### (1) INSTRUCTION

- (a) Participants shall, through a qualified instructor, complete the training as specified in the Fire Fighter I instructor guide.

- (b) This training is verified on the Fire Fighter I Training Record.

This record should be kept on file in the department and should not be submitted to State Fire Training.

- (c) Training received outside of California may, at the department's discretion, be evaluated for equivalency and recorded on the Fire Fighter I Training Record. This review is conducted at the local level and not by State Fire Training.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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(2) PREREQUISITE

- (a) None

(3) EXPERIENCE

- (a) Have a minimum of 6 months experience in a California fire department as a full-time, paid fire fighter.

- or -

A minimum of 12 months experience in a California fire department as a volunteer or part-time, paid fire fighter.

(4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to State Fire Training:

- (a) A Fire Fighter I Application for Certification card. This application card must be signed by the Fire Chief.
- (b) Payment of the certification fee. **(Fees are nonrefundable)**

The Fire Fighter I Training Record should be kept on file in the department and should not be submitted to State Fire Training.

## FIRE FIGHTER II

### (A) PROGRAM OVERVIEW

Fire Fighter II is the second step in the fire fighter certification track. It is currently the prerequisite for the Officer and Specialty certification levels.

### (B) CERTIFICATION ESTABLISHED

Certification established September 1, 1982.

### (C) CERTIFICATION GUIDELINES

#### (1) INSTRUCTION

- (a) Participants shall, through a qualified instructor, complete the training as specified in the Fire Fighter II instructor guide.
- (b) This training is verified on the Fire Fighter II Training Record.

This record should be kept on file in the department and should not be submitted to State Fire Training.

#### (2) PREREQUISITE

- (a) Certified Fire Fighter I.

#### (3) EXPERIENCE

- (a) Have a minimum of 1 years experience in a California fire department as a full-time, paid fire fighter.

- or -

A minimum of 2 years experience in a California fire department as a volunteer or part-time, paid fire fighter.

#### (4) APPLICATION

After training is completed and the experience requirement has been met, the following must be submitted to State Fire Training:

- (a) A Fire Fighter II Application for Certification card. This application card must be signed by the Fire Chief.
- (b) Copy of Fire Fighter I certificate.
- (c) Payment of the certification fee. **(Fees are nonrefundable)**



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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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The Fire Fighter II Training Record should be kept on file in the department and should not be submitted to State Fire Training.

**FIRE APPARATUS DRIVER/OPERATOR**

(A) PURPOSE AND GOALS

- (1) To set minimum performance standards for Fire Apparatus Driver/Operator.
- (2) To identify the tasks a candidate must perform to obtain certification as a Fire Apparatus Driver/Operator.
- (3) To establish a standard curriculum of fire apparatus driver/operator courses for California fire service training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To correlate OSFM certification standards with national certification standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (6) To have all fire fighters in California become certified to an appropriate level.

(B) TRAINING GUIDES AND RESOURCES

- (1) A Career Development Guide providing an analysis of each task contained in the Fire Apparatus Driver/Operator program. This guide lists a performance standard for each task identified and an applicable reference source.
- (2) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Fire Apparatus Driver/Operator curriculum.
- (3) Student Manuals are Fire Department Pumping Apparatus and Fire Stream Practices as published by IFSTA.
- (4) Certification Exam(s).

## **FIRE APPARATUS DRIVER/OPERATOR I**

### **(A) PROGRAM OVERVIEW**

Fire Apparatus Driver/Operator I is the certification level which includes instruction on emergency vehicle operations and pump operations. The emergency vehicle operations training provides fire service personnel with information on driver responsibilities, vehicle laws, and defensive driving techniques, plus basic inspections and maintenance procedures. The pump operations portion of the program includes information and theory on pump operations, methods for performing basic field hydraulics, and routine maintenance.

Two courses comprise the educational requirements:

Fire Apparatus Driver/Operator 1A	Emergency Vehicle Operations
Fire Apparatus Driver/Operator 1B	Pump Operations

### **(B) CERTIFICATION ESTABLISHED**

Certification established September 1, 1984. Certification guidelines revised effective September 1, 1993 to include an experience requirement.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the two instructor guides.
- (b) Successfully complete the performance tests for Fire Apparatus Driver/Operator 1A and Driver/Operator 1B as proctored by the Primary Instructor.
- (c) Successfully complete, with a minimum 70% score, the certification exams for each of the two courses as proctored by the Primary Instructor.

#### **(2) PREREQUISITE**

- (a) Certified Fire Fighter I or Certified Volunteer Fire Fighter. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.

#### **(3) EXPERIENCE**

- (a) Have a minimum of 1 years experience in a California fire department as a full-time, paid fire apparatus driver/operator.

- or -

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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A minimum of 2 years experience in a California fire department as a volunteer or part-time, paid fire apparatus driver/operator.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) A Fire Apparatus Driver/Operator I Application for Certification card.
- (b) Copies of the score letters or completion certificates for each of the two courses.
- (c) Copy of Fire Fighter I or Volunteer Fire Fighter certificate or verification of officer rank by the Fire Chief and written on department letterhead.
- (d) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (e) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**FIRE OFFICER SERIES**

(A) PURPOSE AND GOALS

- (1) To set minimum performance standards for Fire Officer.
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To establish a standard curriculum of fire officer courses for California fire service training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To correlate OSFM certification standards with national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (6) To have all fire fighters in California become certified to an appropriate level.

(B) TRAINING GUIDES AND RESOURCES

- (1) A Career Development Guide providing an analysis of each task contained in the Fire Officer programs. This guide lists a performance standard for each task identified and an applicable reference source.
- (2) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Fire Officer curriculum.
- (3) Student Manual(s).
- (4) Certification Exam(s).

## **FIRE OFFICER**

### **(A) PROGRAM OVERVIEW**

Fire Officer is the first of three steps of certification leading to the position of Certified Fire Chief. The three steps include Certified Fire Officer, Certified Chief Officer, and Certified Fire Chief. This approach is in contrast to the seven steps of certification discussed in the NFPA #1021 standard. However, all the tasks specified in NFPA #1021 are included in California's three-tier system.

Eight courses comprise the educational requirements:

Fire Command 1A	Command Principles for Company Officers
Fire Command 1B	Hazardous Materials for Company Officers
Fire Instructor 1A	Instructional Techniques, Part I
Fire Instructor 1B	Instructional Techniques, Part II
Fire Investigation 1A	Fire Origin and Cause Determination
Fire Management 1	Management/Supervision for the Company Officer
Fire Prevention 1A	Introduction to Fire Prevention
Fire Prevention 1B	Fire Prevention Practices

### **(B) CERTIFICATION ESTABLISHED**

Certification established September 1, 1981. Certification guidelines revised effective September 1, 1984 to change the prerequisite to Fire Fighter II. Certification guidelines revised effective July 1, 1998 to include ICS I-300, Intermediate ICS, as a prerequisite to certification.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the eight instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the eight courses as proctored by the Primary Instructor.

#### **(2) PREREQUISITE**

- (a) Certified Fire Fighter II. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.
- (b) Completion of ICS I-300, Intermediate ICS, course.

(3) EXPERIENCE

- (a) Have a minimum of 2 years experience in a California fire department as a full-time, paid fire fighter.

- or -

A minimum of 4 years experience in a California fire department as a volunteer or part-time, paid fire fighter.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (a) A Fire Officer Application for Certification card.
- (b) Copy of completion certificate for ICS I-300, *Intermediate ICS* course.
- (c) Copies of the score letters or completion certificates for each of the eight courses.
- (d) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief and written on department letterhead.
- (e) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement. If State Fire Training staff can verify this experience through Fire Fighter II certification dates, then this letter is not required.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by State Fire Training.
- (b) If the application is complete and approved, the certificate will be mailed to the applicant.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed when received by State Fire Training. A copy of the review form must accompany the follow-up documentation.

**CHIEF OFFICER**

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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### (A) PROGRAM OVERVIEW

Certified Chief Officer is the second of three steps of certification leading to the position of Certified Fire Chief. This level of certification utilizes upper level curriculum which establishes some lower level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Chief Officer certification is only available to those holding the rank of officer and above.

Ten courses comprise the educational requirements:

Fire Command 2A	Command Tactics at Major Fires
Fire Command 2B	Management of Major Hazardous Materials Incidents
Fire Command 2C	High Rise Fire Tactics
Fire Command 2D	Planning for Large Scale Disasters
Fire Command 2E	Wildland Fire Tactics
Fire Management 2A	Organizational Development and Human Relations
Fire Management 2B	Fire Service Financial Management
Fire Management 2C	Personnel and Labor Relations
Fire Management 2D	Master Planning
Fire Management 2E	- 26 -Contemporary Issues and Concepts

### (B) CERTIFICATION ESTABLISHED

Certification established September 1, 1983. Certification guidelines revised effective September 1, 1984 to include Fire Command 2B, Fire Management 2B and Fire Management 2C as educational requirements. Certification guidelines revised effective July 1, 1990 to include Fire Instructor 2B and delete Fire Management 2C as educational requirements. Certification guidelines revised effective January 1, 1996 to include the newly developed Fire Management 2C, Personnel and Labor Relations, and delete Fire Instructor 2B as educational requirements. Certification guidelines revised effective July 1, 1998 to include ICS I-400, Advanced ICS course as a prerequisite for certification.

### (C) CERTIFICATION GUIDELINES

#### (1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in each of the ten instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the ten courses as proctored by the Primary Instructor.



(2) PREREQUISITES

- (a) Certified Fire Officer. Appointed to the rank of chief officer waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.
- (b) Possess, at a minimum, a Community College Associate Degree (any major) or equivalent degree from an accredited post-secondary institution.
- (c) Completion of ICS I-400, Advanced ICS course.

(3) EXPERIENCE

- (a) Have a minimum of 5 years experience in a California fire department as a full-time, paid fire fighter, 1 year of which must be at the officer level (Lieutenant or higher). Performing in an "acting" capacity does not qualify.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (a) An application form requesting Chief Officer certification.
- (b) Copies of the score letters or completion certificates for each of the ten courses.
- (c) Copy of Fire Officer certificate or verification of chief officer rank by the Fire Chief and written on department letterhead.
- (d) Copy of completion certificate for ICS I-400, Advanced ICS course.
- (e) Copy of degree.
- (f) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (g) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**FIRE CHIEF**

(A) PROGRAM OVERVIEW

Certified Fire Chief is the final level in the certification of Fire Officers. This level of certification utilizes a performance assessment process which is built upon all forms of education and experiential exposure for nominees for certification. This level recognizes both the certification classes and other training and educational programs, but is awarded only after determining the existence of specific competencies in the field of fire management, leadership and technical knowledge.

(B) CERTIFICATION ESTABLISHED

Certification established by the State Board of Fire Services in 1998 by the adoption of the Fire Chief Career Development Guide.

(C) CERTIFICATION GUIDELINES

(1) PERFORMANCE ASSESSMENT COMPETENCIES

- (a) Participants shall, through performance assessment competency conducted by PACE IV, score a minimum of 1,000 points in the performance indicators.

(2) PREREQUISITES

- (a) Appointed to the rank of chief officer in a legally organized fire service agency within the State for California for a minimum of one year. Performance in an “acting” capacity does not qualify.

(3) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicant must thoroughly document each item for which the candidate expects to receive full credit. To complete the application for certification, the following must be submitted to CFSTES:

- (a) A letter of intent with a completed application form requesting Fire Chief certification shall be submitted.
- (b) Copies of course records, personal achievements, work records (including performance reviews), certificates, resumes, correspondence and other communications relative to individual requests for position certification should accompany the application.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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- (c) A total of five(5) letters of references from the following: Two(2) references from two(2) fire chiefs on department letterhead and three(3) references from non-fire service personnel, i.e., city council, mayor, city manager, on their agencies letterhead.
  - (d) Payment of the applicant fee. **(Fees are nonrefundable)**
- (4) ADVOCATE REVIEW
  - (a) Advocate conducts review of candidates application.
  - (b) Advocate conducts interview of candidate for validation.
  - (c) Advocate determines that candidate is eligible to be certified, the applicant will be forwarded to the Panel review process.
- (5) PANEL REVIEW
  - (a) Applications are reviewed by the Performance Assessment for Chief Executive (PACE IV) committee on an as needed basis.
  - (b) If the application is complete and approved, the application will be forwarded to the next State Board of Fire Services (SBFS) meeting.
  - (c) If the applicant is approved by the SBFS, the certificate will be mailed within five(5) working days of the SBFS meeting.
  - (d) Payment of the Panel review fee.**(Fees are nonrefundable)**
- (6) ADVOCACY REQUIREMENT
  - (a) Successful candidates of Fire Chief certification agree to serve as an Advocate for a minimum of two candidates to be designated in the future.

**FIRE INSTRUCTOR SERIES**

**(D) PURPOSE AND GOALS**

- (1) To set minimum performance standards for Fire Instructor.
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To establish a standard curriculum of fire instructor courses for California fire service training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (6) To have all fire fighters in California become certified to an appropriate level.

**(E) TRAINING GUIDES AND RESOURCES**

- (1) A Career Development Guide providing an analysis of each task contained in the Fire Instructor programs. This guide lists a performance standard for each task identified and an applicable reference source.
- (2) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Fire Instructor curriculum.
- (3) The Student Manual is Fire Service Instructor published by IFSTA.
- (4) California Fire Service Occupation Analysis.
- (5) Certification Exam(s).

## **FIRE INSTRUCTOR I**

### **(A) PROGRAM OVERVIEW**

Fire Instructor I is the first level of certification in the Fire Instructor series and is a key component in the entire certification system. Individuals completing the educational requirements for this level of certification have fulfilled one of the prerequisites to become a State Fire Training Registered Instructor; are eligible to "sign off" Fire Fighter Training Records; and, once certified, have completed the first step in becoming a Certified Fire Instructor II and Certified Fire Instructor III.

Two courses comprise the educational requirements:

Fire Instructor 1A	Instructional Techniques, Part 1
Fire Instructor 1B	Instructional Techniques, Part 2

### **(B) CERTIFICATION ESTABLISHED**

Certification established January 1, 1980. Certification guidelines revised effective September 1, 1984 to change the prerequisite to Fire Fighter II. Certification guidelines revised effective January 1, 1988 to include teaching experience.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the two instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the two courses as proctored by the Primary Instructor.

#### **(2) PREREQUISITE**

- (a) Certified Fire Fighter II. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.

#### **(3) EXPERIENCE**

- (a) Have a minimum of 2 years experience in a California fire department as a full-time, paid fire fighter.

- or -

A minimum of 4 years experience in a California fire department as a volunteer or part-time, paid fire fighter.

- (b) Have a minimum of 80 hours teaching experience within a fire service related program.

#### **(4) APPLICATION**

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form request for certification as a Fire Instructor I.
- (b) Copies of the score letters or completion certificates for each of the two courses.
- (c) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief and written on department letterhead.
- (d) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (e) An original letter signed by the Fire Chief or Fire Science Coordinator on department letterhead describing the applicant's specific background as it relates to the teaching experience requirement.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

## FIRE INSTRUCTOR II

### (A) PROGRAM OVERVIEW

Fire Instructor II is the second of three levels heading towards certification as Fire Instructor III. Fire Instructor II covers those subject areas and skills necessary for an in-depth understanding of testing and measurements, group dynamics and leadership, and the utilization of audio/visual aids. This level of certification utilizes the Level 2 curriculum which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Instructor II certification is only available to those certified as Fire Instructor I.

Three courses comprise the educational requirements:

Fire Instructor 2A	Techniques of Evaluation
Fire Instructor 2B	Group Discussion Techniques
Fire Instructor 2C	Employing Audio/Visual Aids

### (B) CERTIFICATION ESTABLISHED

Certification established September 1, 1984. Certification guidelines revised effective January 1, 1988 to include teaching experience.

### (C) CERTIFICATION GUIDELINES

#### (1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in each of the three instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the three courses as proctored by the Primary Instructor.

#### (2) PREREQUISITE

- (a) Certified Fire Instructor I.

#### (3) EXPERIENCE

- (a) Have a minimum of 2 years experience in a California fire department as a full-time, paid fire fighter **and** 1 year functioning in the position of a designated department training instructor.

- or -

A minimum of 4 years experience in a California fire department as a volunteer or part-time, paid fire fighter **and** 2 years functioning in the position of a designated department training instructor.



- (b) Have a minimum of 160 hours teaching experience within a fire service related program.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form request for certification as a Fire Instructor II.
- (b) Copies of the score letters or completion certificates for each of the three courses.
- (c) Copy of Fire Instructor I certificate.
- (d) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (e) An original letter signed by the Fire Chief or Fire Science Coordinator on department letterhead describing the applicant's specific background as it relates to the teaching experience requirement.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

### **FIRE INSTRUCTOR III**

#### **(A) PROGRAM OVERVIEW**

Fire Instructor III is the final level in the Fire Instructor track and is a suitable level of certification for the position of Training Officer. Fire Instructor III covers those subject areas and skills necessary for an in-depth understanding of instructional techniques and program management. This level of certification utilizes upper-level curriculum which establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Instructor III certification is only available to those certified as Fire Instructor II.

Two courses comprise the educational requirements:

Fire Instructor 3	Master Instructor
Fire Management 2E	Contemporary Issues and Concepts

#### **(D) CERTIFICATION ESTABLISHED**

Certification established September 1, 1987. Certification guidelines revised effective January 1, 1988 to include teaching experience. Certification guidelines revised effective September 1, 1993 to change the experience requirement from designated department training instructor to designated department training officer.

#### **(E) CERTIFICATION GUIDELINES**

##### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the two instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the two courses as proctored by the Primary Instructor.

##### **(2) PREREQUISITE**

- (a) Certified Fire Instructor II.

##### **(3) EXPERIENCE**

- (a) Have a minimum of 2 years experience in a California fire department as a full-time, paid fire fighter **and** 1 year functioning in the position of a designated department training officer.

- or -

A minimum of 4 years experience in a California fire department as a volunteer or part-time, paid fire fighter **and** 2 years functioning in the position of a designated department training officer.

- (b) Have a minimum of 240 hours teaching experience within a fire service related program.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form request for certification as a Fire Instructor III.
- (b) Copies of the score letters or completion certificates for each of the two courses.
- (c) Copy of Fire Instructor II certificate.
- (d) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (e) An original letter signed by the Fire Chief or Fire Science Coordinator on department letterhead describing the applicant's specific background as it relates to the teaching experience requirement.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**FIRE INVESTIGATOR SERIES**

(A) PURPOSE AND GOALS

- (1) To set minimum performance standards for Fire Investigator.
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To establish a standard curriculum of fire investigation courses for California fire service training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (6) To have all fire service personnel in California become certified to an appropriate level.

(B) TRAINING GUIDES AND RESOURCES

- (1) A Career Development Guide providing an analysis of each task contained in the Fire Investigator programs. This guide lists a performance standard for each task identified and an applicable reference source. (Under development)
- (2) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Fire Investigator curriculum.
- (3) Student Manual(s).
- (4) Certification Exam(s).

## **FIRE INVESTIGATOR I**

### **(A) PROGRAM OVERVIEW**

Fire Investigator I is the first level of certification in the career path leading to Fire Investigator II. Fire Investigator I covers those subject areas and skills necessary to conduct fire cause and origin investigations.

Three courses comprise the educational requirements:

Fire Investigation 1A	Fire Origin and Cause Determination
Fire Investigation 1B	Techniques of Fire Investigation
PC 832	Basic Laws of Arrest, Search and Seizure
	(No firearm training - Not a OSFM course; offered only through POST)

### **(B) CERTIFICATION ESTABLISHED**

Certification established January 1, 1981. Certification guidelines revised effective September 1, 1984 to change the prerequisite to Fire Fighter II. Certification guidelines revised effective January 1, 1988 to include an alternate experience requirement of having responsibility for cause and origin determination on 100 fires. Certification guidelines revised effective September 1, 1993 to reduce the number of years required for a full-time fire investigator and eliminate the inflexibility of matching a prerequisite with a specific experience.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the two instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the two courses as proctored by the Primary Instructor.
- (c) Successfully complete a POST approved PC 832 course.

#### **(2) PREREQUISITE**

- (a) Certified Fire Fighter II. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.

- or -

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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Completion of 30 semester units from an accredited college, of which 15 units\* must be from the California Community College **Uniform Fire Technology/Science or Criminal Justice** core curricula.

*\*CFSTES classes are not considered core curricula and do not qualify.*

### (3) EXPERIENCE

- (a) Have a minimum of 1 years experience in a California fire department as a full-time, paid fire fighter with responsibility for cause and origin determination while on duty.

- or -

A minimum of 1 years experience in a California fire department or law enforcement agency as a full-time, paid fire investigator for origin and cause determination.

- or -

Have had responsibility in a California fire department or law enforcement agency for origin and cause determination on 100 fires.

### (4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification as a Fire Investigator I.
- (b) Copies of the score letters or completion certificates for each of the two courses.
- (c) Copy of the completion certificate or letter for PC 832.
- (d) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief written on department letterhead or copies of college transcripts.
- (e) An original letter signed by the Fire Chief, Police Chief or Sheriff on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

## **FIRE INVESTIGATOR II**

### **(A) PROGRAM OVERVIEW**

Fire Investigator II is the final level in this certification track and is intended for those individuals that conduct fire investigations for their departments. This responsibility must include the full range of duties including origin and cause determination, complete investigation, arrest of suspects, case preparation and courtroom presentation. This level of certification utilizes the Level 2 curriculum which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Investigator II is only available to those certified as Fire Investigator I.

Two courses comprise the educational requirements:

Fire Investigation 2A	Criminal and Legal Procedures
Fire Investigation 2B	Field Case Studies

### **(B) CERTIFICATION ESTABLISHED**

Certification established September 1, 1986. Certification guidelines revised effective January 1, 1988 to include an alternate experience requirement of having overall responsibility for the investigation of 150 fires.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the two instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the two courses as proctored by the Primary Instructor.

#### **(2) PREREQUISITE**

- (a) Certified Fire Investigator I.

#### **(3) EXPERIENCE**

This experience must involve the full range of investigative duties including origin and cause determination, evidence collection and preservation, interviewing and interrogations, securing search warrants, arrest of suspects, case preparation and courtroom presentation.

- (a) Have a minimum of 2 years experience in a California fire department or law enforcement agency as a full-time, paid fire investigator with overall responsibility for fire investigations in your jurisdiction.



- or -

Have had overall responsibility in a California fire department or law enforcement agency for the investigation of 150 fires.

- (b) Have qualified as an expert witness in fire origin and cause determination in a California criminal court proceeding.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification as a Fire Investigator II.
- (b) Copies of the score letter(s) or completion certificate(s) for two courses.
- (c) Copy of Fire Investigator I certificate.
- (d) An original letter signed by the Fire Chief, Police Chief or Sheriff on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.

This letter must also include when the applicant qualified as an expert witness and the case involved.

- (e) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**FIRE MECHANIC**

(A) PURPOSE AND GOALS

- (1) To set minimum performance standards for Fire Mechanic.
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To establish a standard curriculum of fire mechanic courses for California fire service training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To have all fire fighters in California become certified to an appropriate level.

(B) TRAINING GUIDES AND RESOURCES

- (1) A Career Development Guide providing an analysis of each task contained in the Fire Mechanic program. This guide lists a performance standard for each task identified and an applicable reference source. (Under development)
- (2) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Fire Mechanic curriculum. (Under development)
- (3) Student Manual(s). (Under development)
- (4) Certification Exam(s).

## FIRE MECHANIC I

### (A) PROGRAM OVERVIEW

Fire Mechanic I certification identifies the skills and knowledge necessary for the fire apparatus mechanic. This certification recognizes the high level of expertise needed to properly maintain one of the fire service's most valuable resources - fire apparatus.

One course comprises the educational requirement:

Fire Mechanic 1

Fire Pumps and Accessories

### (B) CERTIFICATION ESTABLISHED

Certification established September 1, 1984.

### (C) CERTIFICATION GUIDELINES

#### (1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in the instructor guide.
- (b) Successfully complete, with a minimum 70% score, the certification exam for the course as proctored by the Primary Instructor.
- (c) Successfully complete the following five tests from the National Institute for Auto Service Excellence (NIASE):
  - Gasoline (Heavy Duty Truck T-1)
  - Drive Train (Heavy Duty Truck T-3)
  - Brakes (Heavy Duty Truck T-4)
  - Electrical Systems (Heavy Duty Truck T-6)
  - Engine Performance (Automotive A-8)

#### (2) PREREQUISITE

- (a) None

#### (3) EXPERIENCE

- (a) Have a minimum of 2 years experience in a California fire department or public agency as a full-time, paid heavy equipment mechanic, 1 year of which must be related to the maintenance of fire apparatus.

- or -

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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A minimum of 3 years experience in a California fire department or public agency as a full-time, paid truck mechanic (no fire apparatus required).

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification.
- (b) Copy of the score letter or completion certificate for the Fire Mechanic 1 course.
- (c) Copies of the completion certificates for the five National Institute for Automotive Excellence Tests.
- (d) An original letter signed by the Fire Chief or Personnel Officer on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (e) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE I) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

## **FIRE MECHANIC II**

### **(A) PROGRAM OVERVIEW**

Fire Mechanic II certification identifies the advanced skills and knowledge necessary for the contemporary fire apparatus mechanic. This certification addresses the latest level of expertise needed to properly maintain the new and complex fire apparatus in service today. Training is currently offered annually at the CFCA Fire Mechanics' Academy.

Three courses comprises the educational requirement:

Fire Mechanic 2A	Fire Apparatus Electrical Systems
Fire Mechanic 2B	Allison Transmissions
Fire Mechanic 2C	Aerial Apparatus

### **(B) CERTIFICATION ESTABLISHED**

Certification established September 1, 1994.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the three instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the three courses as proctored by the Primary Instructor.
- (c) Successfully complete the following seven tests from the National Institute for Auto Service Excellence (NIASE):
  - Gasoline (Heavy Duty Truck T-1)
  - Diesel Engines (Heavy Duty Truck T-2)
  - Drive Train (Heavy Duty Truck T-3)
  - Brakes (Heavy Duty Truck T-4)
  - Suspension and Steering (Heavy Duty Truck T-5)
  - Electrical Systems (Heavy Duty Truck T-6)
  - Engine Performance (Automotive A-8)

#### **(2) PREREQUISITE**

- (a) Fire Mechanic I

(3) EXPERIENCE

- (a) Have a minimum of 4 years experience in a California fire department or public agency as a full-time, paid heavy equipment mechanic, 3 years of which must be related to the maintenance of fire apparatus.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification.
- (b) Copies of the score letters or completion certificates for each of the three courses.
- (c) Copy of Fire Mechanic I certificate.
- (d) Copies of the completion certificate(s) for the seven National Institute for Automotive Excellence Tests. These NIASE tests must be current; expired certificate(s) will not be accepted.
- (e) An original letter signed by the Fire Chief or Personnel Officer on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**FIRE PREVENTION OFFICER SERIES**

(A) PURPOSE AND GOALS

- (1) To set minimum performance standards for Fire Prevention Officer.
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To establish a standard curriculum of fire prevention officer courses for California fire service training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (6) To have all fire service personnel in California become certified to an appropriate level.

(B) TRAINING GUIDES AND RESOURCES

- (1) A Career Development Guide providing an analysis of each task contained in the Fire Prevention Officer programs. This guide lists a performance standard for each task identified and an applicable reference source.
- (2) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Fire Prevention curriculum.
- (3) The Student Manual for Fire Prevention 1A and 1B is Fire Inspection and Code Enforcement, IFSTA, 5th Edition. A supplemental text, Uniform Fire Codes (UFC), International Fire Code Institute, 1994 Edition, is also used as reference.
- (4) Certification Exam(s).

## FIRE PREVENTION OFFICER I

### (A) PROGRAM OVERVIEW

Fire Prevention Officer I is the first level of certification in the career path leading to Fire Prevention Officer III. Fire Prevention Officer I covers those subject areas and skills necessary to conduct basic fire inspections.

Three courses comprise the educational requirements:

Fire Prevention 1A	Introduction to Fire Prevention
Fire Prevention 1B	Fire Prevention Practices
Fire Prevention 1C	Flammable Liquids and Gases

### (B) CERTIFICATION ESTABLISHED

Certification established September 1, 1984. Certification guidelines revised effective September 1, 1984 to change the prerequisite to Fire Fighter II. Certification guidelines revised effective September 1, 1993 to allow fire fighters performing company inspections to become certified; to reduce the number of years required for a full-time fire inspector; and to eliminate the inflexibility of matching a prerequisite with a specific experience.

### (C) CERTIFICATION GUIDELINES

#### (1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in each of the three instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the three courses as proctored by the Primary Instructor.

#### (2) PREREQUISITE

- (a) Certified Fire Fighter II. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.

- or -

Completion of 30 semester units from an accredited college, of which 15 units\* must be from the California Community College **Uniform Fire Technology/Science** core curricula.

*\*CFSTES classes are not considered core curricula and do not qualify.*



(3) EXPERIENCE

- (a) Have a minimum of 1 years experience in a California fire department as a full-time, paid fire fighter performing company fire prevention inspections.

- or -

A minimum of 1 years experience in a California fire department as a full-time, paid fire inspector.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification as a Fire Prevention Officer I.
- (b) Copies of the score letters or completion certificates for each of the three courses.
- (c) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief written on department letterhead or copies of college transcripts.
- (d) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (e) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**FIRE PREVENTION OFFICER III**

(A) PROGRAM OVERVIEW

Fire Prevention Officer II is the second of three levels heading to the position of Fire Prevention Officer III. Fire Prevention Officer II covers those subject areas and skills necessary for an in-depth understanding of the Uniform Building Code and California Building Code, fire protection systems, building components and fire problems in special occupancies.

This level of certification utilizes the Level 2 curricula which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Prevention Officer II is only available to those certified as Fire Prevention Officer I.

Three courses comprise the educational requirements:

Fire Prevention 2A	Fire Protection Systems and Building Components
Fire Prevention 2B	Interpreting the UBC and CBC
Fire Prevention 2C	Special Hazard Occupancies

(B) CERTIFICATION ESTABLISHED

Certification established September 1, 1986. Certification guidelines revised effective September 1, 1993 to reduce the number of years required for a full-time fire prevention officer.

(C) CERTIFICATION GUIDELINES

(1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in each of the three instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the three courses as proctored by the Primary Instructor.

(2) PREREQUISITE

- (a) Certified Fire Prevention Officer I.

(3) EXPERIENCE

If not a member of a Fire Prevention Bureau, this experience must involve enforcement of the Uniform Fire Code and Uniform Building Code, and completing follow-up inspections for compliance.

- (a) Have a minimum of 2 years experience in a California fire department as a full-time, paid fire prevention officer.

(4) APPLICATION

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification as a Fire Prevention Officer II.
- (b) Copies of the score letters or completion certificates for each of the three courses.
- (c) Copy of Fire Prevention Officer I certificate.
- (d) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (e) Payment of the certification fee. **(Fees are nonrefundable)**

(4) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

### **FIRE PREVENTION OFFICER III**

#### **(A) PROGRAM OVERVIEW**

Fire Prevention Officer III is the top level in the Fire Prevention Officer track and is a suitable level of certification for the position of Fire Marshal. Fire Prevention Officer III covers those subject areas and skills necessary for an in-depth understanding of hydraulic sprinkler calculations, plan review and program management. This level of certification utilizes upper-level curriculum which establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Prevention Officer III is only available to those certified as Fire Prevention Officer II.

Three courses comprise the educational requirements:

Fire Prevention 3A	Hydraulic Sprinkler Calculations
Fire Prevention 3B	Plan Checking
Fire Management 2E	Contemporary Issues and Concepts

#### **(B) CERTIFICATION ESTABLISHED**

Certification established September 1, 1987. Certification guidelines revised effective September 1, 1993 to reduce the number of years required for a full-time fire prevention officer.

#### **(C) CERTIFICATION GUIDELINES**

##### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the three instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the three courses as proctored by the Primary Instructor.

##### **(2) PREREQUISITE**

- (a) Certified Fire Prevention Officer II.

##### **(3) EXPERIENCE**

If not a member of a Fire Prevention Bureau, this experience must involve enforcement of the Uniform Fire Code and Uniform Building Code, and completing follow-up inspections for compliance.

- (a) Have a minimum of 4 years experience in a California fire department as a full-time, paid fire prevention officer.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting for certification as a Fire Prevention Officer III.
- (b) Copies of the score letters or completion certificates for each of the three courses.
- (c) Copy of Fire Prevention Officer II certificate.
- (d) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (e) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE I) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**FIRE MARSHAL SERIES**

(A) PURPOSE AND GOALS

- (1) To set minimum performance standards for the Fire Marshal. (Fire Inspector, Fire Protection Specialist, Plans Examiner, and Fire Marshal)
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To provide the means for maintaining a record of training accomplishments.
- (4) To correlate OSFM certification standards with state and national certification program standards.  
  
Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.
- (5) To have all fire service personnel in California become certified to an appropriate level.

(B) TRAINING GUIDES AND RESOURCES

- (1) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Fire Prevention and Fire Management curriculum.
- (2) The required student text for Fire Prevention 1A and 1B is Fire Inspection and Code Enforcement, IFSTA, 5th Edition. As supplemental texts, Uniform Fire Codes (UFC), International Fire Code Institute, 1994 Edition, and International Conference of Building Officials, 1994 Edition, are also used as reference documents.
- (3) Certification Exam(s).

## **FIRE INSPECTOR**

### **(A) PROGRAM OVERVIEW**

Fire Inspector is the first of four levels of professional certification in the career path leading to Fire Marshal. Fire Inspector covers the subject areas and skills necessary to conduct basic routine fire inspections and basic fire code enforcement.

Three courses comprise the educational requirements:

Fire Prevention 1A	Introduction to Fire Prevention
Fire Prevention 1B	Fire Prevention Practices
Fire Prevention 1C	Flammable Liquids and Gases

### **(B) CERTIFICATION ESTABLISHED**

Certification established July 1997. Certification guidelines will be reviewed after a three-year period (July 2000). This second fire prevention certification track was approved by the State Board of Fire Services at their February 26, 1997 meeting. In December 1997 the Fire Prevention Officers Association met to provide clarification of the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the three instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the three courses as proctored by the Primary Instructor.

#### **(2) PREREQUISITE**

- (a) Current certification as a Uniform Fire Code Inspector through International Fire Code Institute (IFCI).
- (b) Certified Fire Fighter II. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.

- or -

Completion of the five(5), three(3) unit core classes from the uniform fire technology curricula. These classes must be completed from an accredited California Community College.

*\*CFSTES classes are not considered core curricula and do not qualify.*

#### **(3) EXPERIENCE**

- (a) Have a minimum of 1 year experience in a California fire department as a full-time, paid fire fighter performing company fire prevention inspections.

- or -

A minimum of 1 year experience in a California fire department as a full-time, paid fire inspector.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification as a Fire Inspector.
- (b) Copies of the score letters or completion certificates for each of the three Prevention courses.
- (c) Copy of the current Uniform Fire Code Inspector certificate or wallet card. Expired certificate will not be accepted.
- (d) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief written on department letterhead or copies of college transcripts.
- (e) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted. Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

(D) MAINTENANCE GUIDELINES



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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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- (1) After receiving certification for Fire Inspector through OSFM, the individual is then responsible for maintaining Uniform Fire Code Inspector certification through IFCI.

## **FIRE PROTECTION SPECIALIST**

### **(A) PROGRAM OVERVIEW**

Fire Protection Specialist is the second of four levels of professional certification in the career path leading to Fire Marshal. Fire Protection Specialist covers those subject areas and skills necessary for an in-depth understanding of the Uniform Building Code and California Building Code, Uniform Fire Code and the California Fire Code, fire protection systems, building components and fire problems in special occupancies.

This level of certification utilizes the Level 2 curricula which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Protection Specialist certification is only available to those certified as a Fire Inspector through OSFM.

Three courses comprise the educational requirements:

Fire Prevention 2A	Fire Protection Systems and Building Components
Fire Prevention 2B	Interpreting the UBC and CBC
Fire Prevention 2C	Special Hazard Occupancies

### **(B) CERTIFICATION ESTABLISHED**

Certification established July 1997. Certification guidelines will be reviewed after a three-year period (July 2000). This second fire prevention certification track was approved by the State Board of Fire Services at their February 26, 1997 meeting. In December 1997 the Fire Prevention Officers Association met to provide clarification of the intent of the Fire Marshal track resulting in the replacement of the series 500 seminar courses with IFCI Uniform Fire Code Inspector certification.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the three instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the three courses as proctored by the Primary Instructor.

#### **(2) PREREQUISITE**

- (a) Current certification as a Uniform Fire Code Inspector through International Fire Code Institute (IFCI).
- (b) Certified Fire Inspector through OSFM.

#### **(3) EXPERIENCE**

If not a member of a Fire Prevention Bureau, this experience must involve enforcement of the Uniform Fire Code and Uniform Building Code, and completing follow-up inspections for compliance.

- (a) Have a minimum of 2 years experience in a California fire department as a full-time, paid fire prevention officer or fire inspector.

(3) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification as a Fire Protection Specialist.
- (b) Copies of the score letters or completion certificates for each of the three Prevention courses.
- (c) Copy of the current Uniform Fire Code Inspector certificate or wallet card. Expired certificate will not be accepted.
- (d) Copy of OSFM Fire Inspector certificate.
- (e) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(4) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

(D) MAINTENANCE GUIDELINES

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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- (1) After receiving certification for Fire Protection Specialist through OSFM, the individual is then responsible for maintaining Uniform Fire Code Inspector certification through IFCI.

## PLANS EXAMINER

### (A) PROGRAM OVERVIEW

Plans Examiner is the third of four levels of professional certification in the career path leading to Fire Marshal. Plans Examiner covers those subject areas and skills necessary for an in-depth understanding of construction, systems coordination and compliance with all code requirements, hydraulic sprinkler calculations, plan review and design, and program management.

This level of certification utilizes upper-level curriculum which establishes some lower-level courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Plans Examiner is only available to those certified as a Fire Protection Specialist through OSFM.

Two courses comprise the educational requirements:

Fire Prevention 3A	Hydraulic Sprinkler Calculations
Fire Prevention 3B	Plan Checking

### (B) CERTIFICATION ESTABLISHED

Certification established July 1997. Certification guidelines will be reviewed after a three-year period (July 2000). This second fire prevention certification track was approved by the State Board of Fire Services at their February 26, 1997 meeting.

### (C) CERTIFICATION GUIDELINES

#### (1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in each of the two instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the two courses as proctored by the Primary Instructor.

#### (2) PREREQUISITE

- (a) Certified Fire Protection Specialist through OSFM.

#### (3) EXPERIENCE

If not a member of a Fire Prevention Bureau, this experience must involve enforcement of the Uniform Fire Code and Uniform Building Code, and completion of follow-up inspections for compliance.

- (a) Have a minimum of 2 years experience in a California fire department as a full-time, paid fire prevention officer, or fire inspector, or plans examiner.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting for certification as a Plans Examiner.
- (b) Copies of the score letters or completion certificates for each of the two Prevention courses.
- (c) Copy of the current Plans Examiner certificate or wallet card. Expired certificate will not be accepted.
- (d) Copy of OSFM Fire Protection Specialist certificate.
- (e) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE I) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

(D) MAINTENANCE GUIDELINES

- (1) After receiving certification for Plans Examiner through OSFM, the individual is then responsible for maintaining Uniform Fire Code Inspector certification through IFCI and a current Plans Examiner certificate through ICBO.

## **FIRE MARSHAL**

### **(A) PROGRAM OVERVIEW**

Fire Marshal is the fourth and final level of professional certification in the career path of fire prevention. Fire Marshal covers those subject areas and skills necessary for an in-depth understanding of program management, supervision of all fire prevention in a community, development and establishment of policy, ruling on alternate means of protection, management and operations of all facets of fire protection, and principles of fire protection engineering.

This level of certification utilizes Level 2 curriculum which establishes some Level 1 courses as prerequisites. Although these courses are open to all individuals who meet the academic prerequisites, Fire Marshal is only available to those certified as a Plans Examiner through OSFM.

Six courses comprise the educational requirements:

Fire Instructor 2B	Group Discussion Techniques
Fire Management 1	Management/Supervision for Company Officers
Fire Management 2A	Organizational Development and Human Relations
Fire Management 2B	Fire Service Financial Management
Fire Management 2D	Disaster Planning
Fire Management 2E	Contemporary Issues and Concepts

### **(B) CERTIFICATION ESTABLISHED**

Certification established July 1997. Certification guidelines will be reviewed after a three-year period (July 2000). This second fire prevention certification track was approved by the State Board of Fire Services at their February 26, 1997 meeting. Certification guidelines revised effective January 1, 1999 to include a Community College Associate Degree (any major) as a prerequisite for certification.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the six instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the six courses as proctored by the Primary Instructor.

(2) PREREQUISITE

- (a) Posses, at a minimum, a Community College Associate Degree (any major) or equivalent degree from an accredited post-secondary institution.
- (b) Certified Plans Examiner through OSFM.

(3) EXPERIENCE

If not a member of a Fire Prevention Bureau, this experience must involve enforcement of the Uniform Fire Code and Uniform Building Code, and completing follow-up inspections for compliance.

- (a) Have a minimum of 4 years experience in a California fire department as a full-time, paid fire prevention officer or fire inspector.
- (b) Have a minimum of 2 years experience in a supervisory/management position.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting for certification as a Fire Marshal.
- (b) Copies of the score letters or completion certificates for each of the six courses.
- (c) Copy of degree.
- (d) Copy of OSFM Plans Examiner certificate.
- (e) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (f) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE I) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.



- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

(D) MAINTENANCE GUIDELINES

- (1) After receiving certification for Fire Marshal through OSFM, the individual is then responsible for maintaining Uniform Fire Code Inspector certification through IFCI and Plans Examiner certification through ICBO.

**HAZARDOUS MATERIALS SERIES**

**(E) PURPOSE AND GOALS**

- (1) To set minimum performance standards for Hazardous Materials Technician/Specialist.
- (2) To identify the tasks a candidate must perform to obtain certification as a Hazardous Materials Technician or Specialist.
- (3) To establish a standard curriculum of basic courses for California fire service hazardous materials training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the Title 8, California Code of Regulations and NFPA 472.

- (6) To have all fire fighters in California become certified to an appropriate level.

**(F) TRAINING GUIDES AND RESOURCES**

- (1) A Career Development Guide providing an analysis of each task contained in the Hazardous Materials Technician/Specialist programs. This guide lists a performance standard for each task identified and an applicable reference source. (Under revision)
- (2) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Hazardous Materials curriculum.
- (3) Student Manual(s).
- (4) Certification Exam(s).

## HAZARDOUS MATERIALS TECHNICIAN

### (A) PROGRAM OVERVIEW

Hazardous Materials Technician certification identifies the tasks performed by those individuals involved in the planning, response and handling of hazardous materials incidents. The scope of knowledge is designed to prepare personnel to perform a more aggressive role than the operational level first responder in that the Technician will stop the release of a hazardous material.

Four courses comprise the educational requirements:

Hazardous Materials 1A	Basic Chemistry of Hazardous Materials
Hazardous Materials 1B	Applied Chemistry - Field Identification of Chemicals
Hazardous Materials 1C	Incident Considerations
Hazardous Materials 1D	Tactical Field Operations

### (B) CERTIFICATION ESTABLISHED

Certification established September 1, 1986.

### (C) CERTIFICATION GUIDELINES

#### (1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in each of the four instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the four courses as proctored by the Primary Instructor.

#### (2) PREREQUISITE

- (a) None.

#### (3) EXPERIENCE

- (a) Have a minimum of 2 years experience in a California fire department as a full-time, paid fire fighter.

- or -

A minimum of 4 years experience in a California fire department as a volunteer or part-time, paid fire fighter.

- (b) Have a minimum of 1 years experience in a California fire department responding to hazardous materials incidents and performing control, containment and confinement operations that are within the capabilities of the resources available to the department.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification as a Hazardous Materials Technician.
- (b) Copies of the score letters or completion certificates for each of the four courses.
- (c) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (d) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**HAZARDOUS MATERIALS TECHNICIAN TO SPECIALIST UPGRADE**

(A) PROGRAM OVERVIEW

Hazardous Materials Technicians certified after December 31, 1992, may become Certified Hazardous Materials Specialists by completing the upgraded training. The Hazardous Materials Technician Upgrade Program identifies the additional training necessary to complete the requirements for Specialist certification.

Two courses comprise the educational requirements:

Hazardous Materials 1F  
Hazardous Materials 1G

Specialized Mitigation Techniques  
Advanced Field Operations

(B) CERTIFICATION ESTABLISHED

Certification established January 1, 1993.

(C) CERTIFICATION GUIDELINES

(1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in each of the three instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the three courses as proctored by the Primary Instructor.

(2) PREREQUISITE

- (a) Certified Hazardous Materials Technician issued through OSFM or CSTI.

(3) EXPERIENCE

- (a) In addition to the experience required for Hazardous Materials Technician, must have 1 years experience in a California fire department responding to hazardous materials incidents and performing advanced control, containment and confinement operations that are within the capabilities of the resources available to the department.

(4) APPLICATION

- (a) Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:
- (b) An application form requesting certification as a Hazardous Materials Specialist.
- (c) Copies of the score letters or completion certificates for each of the two courses.
- (d) Copy of the Hazardous Materials Technician certificate.
- (e) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (f) The certification fee. (**Fees are nonrefundable**)

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**HAZARDOUS MATERIALS SPECIALIST**

(A) PROGRAM OVERVIEW

Specialist certification identifies the tasks performed by those involved with and give support to Hazardous Materials Technicians. The scope of knowledge is designed to provide a more specific knowledge of the various hazards and prepare personnel to serve as liaison to federal, state and local agencies.

Six courses comprise the educational requirements:

Hazardous Materials 1A	Basic Chemistry of Hazardous Materials
Hazardous Materials 1B	Applied Chemistry - Field Identification of Chemicals
Hazardous Materials 1C	Incident Considerations
Hazardous Materials 1D	Tactical Field Operations
Hazardous Materials 1F	Specialized Mitigation Techniques
Hazardous Materials 1G	Advanced Field Operations

(B) CERTIFICATION ESTABLISHED

Certification established January 1, 1993. Certification guidelines revised January 1, 1995, to delete Hazardous Materials 1E as educational requirements.

(C) CERTIFICATION GUIDELINES

(1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in each of the seven instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the six courses as proctored by the Primary Instructor.

(2) PREREQUISITE

- (a) None.

(3) EXPERIENCE

- (a) Have a minimum of 2 years experience in a California fire department as a full-time, paid fire fighter.

- or -

A minimum of 4 years experience in a California fire department as a volunteer or part-time, paid fire fighter.

- (b) Have a minimum of 1 years experience in a California fire department responding to hazardous materials incidents and performing advanced control, containment and confinement operations that are within the capabilities of the resources available to the department.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification as a Hazardous Materials Specialist.
- (b) Copies of the score letters or completion certificates for the six courses.
- (c) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (d) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.



**PUBLIC EDUCATION OFFICER**

**(A) PURPOSE AND GOALS**

- (1) To set minimum performance standards for Public Education Officer.
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To establish a standard curriculum of public education courses for California fire service training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To correlate OSFM certification standards with state and national certification program standards.

Certification in California meets or exceeds the requirements as identified in the National Professional Qualifications Board Standards.

- (6) To have all fire service personnel in California become certified to an appropriate level.

**(B) TRAINING GUIDES AND RESOURCES**

- (1) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Public Education Officer curriculum.
- (2) Student Manual(s).
- (3) Certification Exam(s).

**PUBLIC EDUCATION OFFICER I**

(A) PROGRAM OVERVIEW

Public Education Officer I is designed for those individuals directly involved in the planning and delivery of fire safety and fire prevention programs to the public.

Three courses comprise the educational requirements:

Fire Prevention 1A	Introduction to Fire Prevention
Fire Prevention 1B	Fire Prevention Practices
Public Education 1	Systematic Planning and Communication Skills

(B) CERTIFICATION ESTABLISHED

Certification established September 1, 1984. Certification guidelines revised effective September 1, 1984 to change the prerequisite to Fire Fighter II. Certification guidelines revised effective September 1, 1993 to allow fire fighters delivering fire safety programs to become certified; to reduce the number of years required for a full-time public education officer; and to eliminate the inflexibility of matching a prerequisite with a specific experience.

(C) CERTIFICATION GUIDELINES

(1) INSTRUCTION

- (a) Participants shall, through an accredited course, complete the training as specified in each of the three instructor guides.
- (b) Successfully complete, with a minimum 70% score, the certification exams for each of the three courses as proctored by the Primary Instructor.

(2) PREREQUISITE

- (a) Certified Fire Fighter II. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.

- or -

Completion of 30 semester units from an accredited college, of which 15 units\* must be from the California Community College **Uniform Fire Technology/Science or Criminal Justice** core curricula.

*\* CFSTES classes are not considered core curricula and do not qualify.*

(3) EXPERIENCE

- (a) Have a minimum of 1 years experience in a California fire department as a full-time, paid fire fighter delivering fire safety/prevention education programs to the public.

- or -

A minimum of 1 years experience in a California fire department as a full-time, paid designated department public education officer.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to State Fire Training:

- (a) An application form requesting certification as a Public Education Officer I.
- (b) Copies of the score letters or completion certificates for each of the three courses.
- (c) Copy of Fire Fighter II certificate or verification of officer rank by the Fire Chief written on department letterhead or copies of college transcripts.
- (d) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement.
- (e) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by the Peer Assessment for Certification Evaluation (PACE I) committee on a quarterly basis (January, April, July, October).
- (b) If the application is complete and approved, the certificate(s) will be mailed within five (5) working days of the PACE I meeting.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking within five (5) working days of the PACE I meeting. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed at the next regularly scheduled PACE I meeting. A copy of the review form must accompany the follow-up documentation.

**VOLUNTEER FIRE OFFICER**

(A) PURPOSE AND GOALS

- (1) To set minimum performance standards for Volunteer Fire Officer.
- (2) To identify the tasks a candidate must perform to obtain certification.
- (3) To establish a standard curriculum of basic courses for California fire service volunteer fire officer training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To have all fire fighters in California become certified to an appropriate level.

(B) TRAINING GUIDES AND RESOURCES

- (1) Instructor Guide(s) providing the instructor with lesson plans and objectives for all tasks included in the Volunteer Fire Officer curriculum.
- (2) Student Manual(s).

## **VOLUNTEER FIRE OFFICER**

### **(A) PROGRAM OVERVIEW**

Volunteer Fire Officer is the highest level of volunteer certification. This certification is designed to equip individuals with the minimum qualifications necessary for the position or rank of company officer in a volunteer fire department. Course curriculum is based on National Fire Academy Field Courses that have been "handed off" to the state training system.

Eight courses comprise the educational requirements:

#### **FIVE MANDATORY COURSES:**

- Commanding the Initial Response
- Conducting Basic Fire Inspections
- Fire and Arson Detection
- Instructional Techniques for Company Officers
- Volunteer Fire Service Management

#### **ANY THREE OF THE FOLLOWING ELECTIVE COURSES:**

- Building Construction for Fire Suppression Forces (Noncombustibles and Fire Resistive Construction)
- Building Construction for Fire Suppression Forces (Principles of Wood and Ordinary Construction)
- Fire Fighter Safety and Survival
- Fire Service Supervision (Increasing Personal Effectiveness)
- Fire Service Supervision (Increasing Team Effectiveness)
- Haz Mat Incident Analysis
- Haz Mat/The Pesticide Challenge
- Incident Command System
- Preparing for Incident Command
- Public Fire Education Planning

### **(B) CERTIFICATION ESTABLISHED**

Certification established July 1, 1986.

### **(C) CERTIFICATION GUIDELINES**

#### **(1) INSTRUCTION**

- (a) Participants shall, through an accredited course, complete the training as specified in each of the eight instructor guides.

(2) PREREQUISITE

- (a) Certified Volunteer Fire Fighter or Fire Fighter I. Appointed to the rank of officer (Lieutenant or higher) waives this prerequisite. Performing in an "acting" capacity does not qualify for this waiver.

(3) EXPERIENCE

- (a) Have a minimum of 2 years experience in a California fire department as a volunteer or part-time, paid fire fighter.

(4) APPLICATION

Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to CFSTES:

- (a) A Volunteer Fire Officer Application for Certification card.
- (b) Copies of the completion certificates for each of the eight courses.
- (c) Copy of Fire Fighter I or Volunteer Fire Fighter certificate or verification of officer rank by the Fire Chief and written on department letterhead.
- (d) An original letter signed by the Fire Chief on department letterhead describing the applicant's specific background as it relates to the occupational experience requirement. If State Fire Training staff can verify this experience through Volunteer or Fire Fighter I certification dates, then this letter is not required.
- (e) Payment of the certification fee. **(Fees are nonrefundable)**

(5) APPLICATION REVIEW

- (a) Applications are reviewed by State Fire Training.
- (b) If the application is complete and approved, the certificate will be mailed to the applicant.
- (c) If the application is incomplete, State Fire Training staff will return a review form indicating what documentation is lacking. The application will remain on file until follow-up documentation is submitted.

Follow-up documentation for an incomplete application can be submitted at any time and will be reviewed when received by State Fire Training. A copy of the review form must accompany the follow-up documentation.

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# STATE FIRE TRAINING POLICIES & PROCEDURES



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## Emergency Medical Technician-I Program

**EMERGENCY MEDICAL TECHNICIAN-I**

**(A) PURPOSE AND GOALS**

- (1) To set minimum performance standards for Emergency Medical Technician-I.
- (2) To identify the tasks a candidate must successfully perform to obtain certification.
- (3) To establish a standard EMT-I curriculum course for California Recruit Fire Academies and in-service training programs.
- (4) To provide the means for maintaining a record of training accomplishments.
- (5) To correlate OSFM certification standards with State EMS certification standards.
- (6) To have all emergency responders in California become EMT-I certified.

**(B) TRAINING GUIDES AND RESOURCES**

- (1) An Instructor Guide providing the instructor with lesson plans and objectives for all tasks included in the EMT-I curriculum and periodic examinations.
- (2) Student Manual is Emergency Care of the Sick and Injured, as published by AAOS. Module quizzes, instructor references, scenarios, and class activities are sourced to this text.

Other appropriate EMT-I student texts may be used. The Primary Instructor will, however, have to complete the correlation described above if another text is utilized.

- (3) EMS Programs Skills Proficiency Examinations or EMT-I Student Supplement (includes Information Sheets and Skills Examinations).
- (4) Certification Exam.

**(C) AUTHORITY**

This OSFM EMT-I training and certification program is approved by the EMS Authority in accordance with Health and Safety Code, Section 1797.173, California Code of Regulations, Title-22, Division 9, Chapter 2, 100060(b) Emergency Medical Technician-I. EMT-I certification is valid statewide.

**(D) COMPONENTS OF THE PROGRAM**

The California State Fire Marshal's Office EMT-I program consists of two (2) components:

- (1) EMT-I Basic Course
- (2) EMT-I Refresher Course



(E) CERTIFICATION ESTABLISHED

SFM certification program established January 1, 1980. EMT-I regulations were effective July 13, 1994 to: 1) consolidate to a single scope of practice and eliminate the "A" and "NA" designator, 2) allow refresher training through continuing education, 3) extend eligibility for certification through refresher training from one to four years.

As a result of these changes to Title 22, the OSFM EMT-I program was updated April 1995.

## EMT-I INITIAL CERTIFICATION

### (A) PROGRAM OVERVIEW

This Emergency Medical Technician training and certification program is designed to prepare emergency services personnel to render prehospital basic life support care, including cardiopulmonary resuscitation, under field emergency conditions; to extricate, prepare, and transport victims to an acute care hospital.

### (B) CERTIFICATION GUIDELINES

#### (1) INSTRUCTION

- (a) Participants shall, through either a OSFM or locally accredited course, complete the training as specified in the instructor guide.
- (b) Successfully complete all required OSFM skills proficiency examinations as proctored by the Primary Instructor.
- (c) Successfully complete, with a minimum 70% score, the OSFM written certification exam as administered by the Primary Instructor.

#### (2) PREREQUISITES

- (a) Be 18 years of age or older.
- (b) Complete a statement that participant is not precluded from certification for reasons defined in Section 1798.200 of the Health and Safety Code.
- (c) Complete certification requirements in accordance with EMT-I, CCR, Title 22, Division 9, Chapter 2, Article 4.

#### (3) EXPERIENCE

- (a) None

#### (4) APPLICATION

After training is completed, the following must be submitted to State Fire Training by the Primary Instructor for each applicant:

- (a) A completed certification exam answer sheet (Scantron).
- (b) An EMT-I Application for Certification card. This application card must be signed by both the applicant and the Primary Instructor.
- (c) The certification fee.

#### (5) EXPIRATION OF CERTIFICATION

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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- (a) Certification as an EMT-I shall be for a maximum of two (2) years from the date of the individual satisfactorily completes all certification requirements and applies for certification. The certification expiration date will be the final day of the final month of the two (2) year period.

## EMT-I RECERTIFICATION

### (A) PROGRAM OVERVIEW

The EMT-I Refresher course is designed for personnel who hold or have held a valid EMT-I certificate within the last four (4) years. Successful completion of a twenty-four (24) hour refresher course or twenty-four (24) hours of continuing education is required every two years to maintain OSFM EMT-I certification. A refresher course shall consist of not less than twenty-four (24) hours of classroom and laboratory instruction, including a review of the subjects and skills specified in the basic course with discussion on new developments within emergency medical services.

### (B) RECERTIFICATION GUIDELINES

#### (1) INSTRUCTION (REFRESHER COURSE)

- (a) Once every two (2) years, participants shall, through either a OSFM or locally accredited course, complete a twenty-four (24) hour refresher course.
- (b) Once every four (4) years successfully complete all required OSFM skills proficiency examinations as proctored by the Primary Instructor.
- (c) Once every four (4) years successfully complete, with a minimum 70% score, the OSFM written certification exam as administered by the Primary Instructor.

#### (2) INSTRUCTION (CONTINUING EDUCATION)

- (a) Once every two (2) years, participants shall, through approved Continuing Education Providers, complete a minimum of twenty-four (24) hours of continuing education.
- (b) Once every four (4) years successfully complete all required OSFM skills proficiency examinations as proctored by the Primary Instructor.
- (c) Once every four (4) years successfully complete, with a minimum 70% score, the OSFM written certification exam as administered by the Primary Instructor.

#### (3) PREREQUISITE

- (a) Possess a current EMT-I certificate or an EMT-I certificate that has been expired for no more than four (4) years.

#### (4) EXPERIENCE

- (a) None

(5) APPLICATION

After training is completed, the following must be submitted to State Fire Training by the Primary Instructor for each applicant:

- (a) A completed certification exam answer sheet (Scantron).
- (b) A OSFM EMT-I Application for Certification card. This application card must be signed by both the applicant and the Primary Instructor.

If training was completed through continuing education, this application card shall include a complete listing of continuing education courses that meet recertification requirements.

- (c) If not currently certified by the OSFM, a copy of the most recent EMT-I certification card.
- (d) The certification fee.

(6) EXPIRATION OF CERTIFICATION

- (a) Certification as an EMT-I shall be for a maximum of two (2) years from the date the individual satisfactorily completes all certification requirements and applies for certification. If recertification requirements are met within six (6) months prior to the expiration date, the effective date of certification shall be the expiration date of the current certificate. The certification expiration date will be the final day of the final month of the two (2) year period.

(C) RECERTIFICATION VIA CONTINUING EDUCATION (CE)

In accordance with CCR, Title 22, Division 9, Chapter 2, Article 5, Recertification Requirements, an EMT-I may utilize individual continuing education courses to meet recertification requirements. In order to comply with Title 22 and meet OSFM administrative needs, the following procedures must be adhered to when requesting recertification through continuing education.

- (1) All items listed in Section (B)(2)-(B)(6) above apply.
- (2) All continuing education courses must have been approved in accordance with the California EMS Authority Guidelines for Prehospital Continuing Education (September 1994 EMSA #127).
  - (a) In accordance with Title 22, Section 100080.(c), applicant must have completed a minimum of twenty-four (24) hours of classroom and laboratory instruction, not including recertification testing, in basic life support knowledge and skills to include airway management and cardiopulmonary resuscitation.
- (3) It is each student's responsibility to maintain original continuing education course completion records for a minimum of four (4) years. If requested, these records must be submitted to the OSFM for review. [CCR, Title 22, Section 100080 (f)]

(D) SYNCHRONIZATION POLICY

- (1) The California State Fire Marshal's Office and the California EMS Authority find it reasonable, and allowable in regulation, to shorten the certification period of some individuals in order to synchronize recertification dates of EMT-I certificates within an individual agency. It is incumbent on the Primary Instructor to ensure compliance with this and all State Fire Training policies pertaining to EMT training as well as statutes and regulations.
- (2) In order for an individual agency to synchronize EMT recertification dates, the following process shall be adhered to:
  - (a) All EMTs enrolled in the recertification course shall be notified of this policy by the Primary Instructor. The Primary Instructor shall also notify the students that some certification periods may be shortened because of this policy, but no certification periods shall be extended.
  - (b) The request to State Fire Training to synchronize dates shall be made on department letterhead and signed by the Chief of the department. This letter must accompany the initial request for course scheduling or must accompany the returned course materials.
  - (c) Requests received after the class has been processed will not be honored. It is the Primary Instructor's responsibility to enclose the letter and ensure receipt by State Fire Training.
  - (d) The certification date given each student will be either the ending date of the course, or the date of the last synchronization period.
  - (e) The process will only be allowed when all recertifying EMTs are employees or agents of a single requesting agency.
  - (f) All individuals must otherwise meet all requirements for recertification in CCR, Title 22.

(E) USE OF TELEVISION IN THE TEACHING OF EMT-I REFRESHER CLASSES

- (1) There will be no regression in standards or instructional quality.
- (2) The same standards for Primary Instructors, curriculum breadth and depth, record keeping and State Fire Training notification will apply to programs which employ television technology in the instructional delivery of EMT-I refresher classes.
- (3) A competency-based pretest, based on established course objectives, shall be administered to all students within seven days prior to the start of instruction. The primary instructor will determine the apperceptive base of the EMT-I students and will modify the selection of topics of the refresher class (from the approved state curriculum).
- (4) Television instruction will be live and interactive. Video tapes of presentations will not replace the live instructional process. The students will have the opportunity to question the instructor on points they do not understand. The instructor will have the capability to ask overhead or direct

- questions of students and be able to alter the speed of delivery and coverage of curriculum to achieve the lesson objectives.
- (5) During the class, the Primary Instructor will evaluate the students' achievements of the didactic session's objectives by utilizing approved assistant instructors at each remote site and/or written evaluation. The application and evaluation phase of all manipulative skills will be monitored by the primary instructor and/or an assistant instructor at the remote locations.
  - (6) To enable television instruction to have the same immediacy as standard classroom instruction, telephone or audio link communication will be kept open between the presenting instructor and all remote classroom areas where students are watching. The presenting instructor shall contact each remote group of students for interaction and feedback during the presentation and may, optionally, have a second telephone line available to be answered by instructional assistant who can coordinate questions from students.
  - (7) If an alarm interrupts or prevents a remote site from participating in the television presentation, that site shall, at the discretion of the instructor, watch a video tape of the televised presentation and/or have a makeup session with the instructor. State Fire Training must be notified if a video taped makeup session is scheduled. If, in the opinion of the instructor, a large enough percentage of EMT students are not available at the presentation, he/she shall cancel or reschedule the television appearance.

**CERTIFICATION OF OTHER EMS PERSONNEL CLASSIFICATIONS TO OSFM EMT-I**

(A) PROGRAM OVERVIEW

EMT-Paramedics, EMT-IIs, and Out-of-State EMTs may certify as EMT-Is through the OSFM. Two procedures are available depending upon an individual's status. One procedure for EMT-Ps who are currently certified in California; and another for EMTs who are no longer certified in California or hold an out-of-state certificate.

(B) CERTIFICATION GUIDELINES

(1) INSTRUCTION (CURRENTLY CERTIFIED EMT-PARAMEDIC)

- (a) None required.

(2) INSTRUCTION (ALL OTHER EMTS)

- (a) Participants shall, through either a OSFM or locally accredited program, complete a twenty-four (24) hour refresher course or twenty-four (24) hours of approved continuing education.
- (b) Successfully complete all required OSFM skills proficiency examinations as proctored by the Primary Instructor.
- (c) Successfully complete, with a minimum 70% score, the OSFM written certification exam as administered by the Primary Instructor.

(3) PREREQUISITE

- (a) Be 18 years of age or older.
- (b) Currently certified/licensed EMT-Paramedic in California.

- or -

Previously certified/licensed EMT-Paramedic or EMT-II in California.

- or -

Possess or has possessed a valid out-of-state or National Registry EMT-Intermediate or EMT-P certificate.

- or -

Possess a valid out-of-state National Registry EMT-I certificate or one that has been expired for no more than four (4) years and completed training equivalent to the DOT EMT National Standard.

(4) EXPERIENCE



- (a) None

(5) APPLICATION

The following must be submitted to State Fire Training by the Primary Instructor for each applicant:

- (a) A completed certification exam answer sheet (Scantron).
- (b) A OSFM EMT-I Application for Certification card. This application card must be signed by both the applicant and the Primary Instructor.
- (c) A copy of the most recent EMT-Paramedic, EMT-II, or EMT-I card.
- (d) The certification fee.

(6) EXPIRATION OF CERTIFICATION

- (a) For currently certified EMT-Paramedic personnel, expiration of the EMT-I certificate shall be two (2) years from the expiration date of the current EMT-Paramedic certificate. The certification expiration date will be the final day of the final month of the two (2) year period.
- (b) For all other EMTs, certification as an EMT-I shall be for a maximum of two (2) years from the date the individual satisfactorily completes all certification requirements and applies for certification. The certification expiration date will be the final day of the final month of the two (2) period.

**EMT-I CHALLENGE**

(A) PROGRAM OVERVIEW

Title 22 allows for individuals to challenge an EMT-I certifying examination and become certified providing they meet specific criteria.

(B) CERTIFICATION GUIDELINES

(1) INSTRUCTION

- (a) Participants may be required to complete either a OSFM or locally accredited twenty-four (24) hour refresher course or twenty-four (24) hours of approved continuing education.
- (b) Successfully complete all required OSFM skills proficiency examinations as proctored by the Primary Instructor.
- (c) Successfully complete, with a minimum 70% score, the OSFM written certification exam as administered by the Primary Instructor.

During the challenge process, the OSFM written certification exam may be taken only one time. If an applicant fails this exam, they must attend an EMT-I basic course.

(2) PREREQUISITE

- (a) Be 18 years of age or older.
- (b) Be a currently licensed physician, registered nurse, physician's assistant, vocational nurse, or EMT-Paramedic.

- or -

Has completed an Armed Forces EMS training program which meets DOT EMT-Basic standards.

- or -

U.S. military personnel who have been active in the last two (2) years in a prehospital emergency medical classification.

- or -

Successfully completed an out-of-state EMT-I basic training course within the two (2) years that meets Title 22 requirements

(3) EXPERIENCE

- (a) None

(3) APPLICATION

The following must be submitted to State Fire Training by the Primary Instructor for each applicant:

- (a) A completed certification exam answer sheet (Scantron).
- (b) A OSFM EMT-I Application for Certification card. This application card must be signed by both the applicant and the Primary Instructor.
- (c) Prerequisite verification.
- (d) The certification fee.

(4) EXPIRATION OF CERTIFICATION

- (a) Certification as an EMT-I shall be for a maximum of two (2) years from the date the individual satisfactorily completes all certification requirements and applies for certification. The certification expiration date will be the final day of the final month of the two (2) period.

**LOCAL PROCESSING OF EMT-I COURSE COMPLETION RECORD**

(A) PROGRAM OVERVIEW

OSFM Accredited Regional or Local Academies may provide an EMT-I course completion record to students successfully completing an EMT-I basic or refresher course. This provision allows students to obtain immediate verification of course completion while awaiting receipt of their actual EMT-I certification from the OSFM. This policy is intended to meet the needs of students who may be applying for a job which requires verification of a pending EMT-I certification while maintaining appropriate control of certification documents and exam security.

(B) POLICY ESTABLISHED

Original "local processing" policy established June 1993 and allowed, with varying restrictions, for the local grading of certifying examinations and issuance of certification cards. Due to difficulty in data processing, examination security, and certification issues, policy revised April 1995 and allows the issuance, by Accredited Regional or Local Academies, of an EMT-I course completion record only.

(C) POLICY GUIDELINES

In order for an Accredited Regional or Local Academy to issue course completion records, the following shall be adhered to:

- (1) "Request for Course Scheduling" must indicate, in the space provided, if course completion records are requested.
- (2) The Primary Instructor, in coordination with the Accredited Academy Coordinator, may issue a OSFM EMT-I course completion record to any student who has:

(a) BASIC COURSE

1. Successfully completed the training as specified in the instructor guide.
2. Successfully completed all required OSFM skills proficiency examinations as proctored by the Primary Instructor.
3. Completed the OSFM written certification exam as administered by the Primary Instructor.
4. Completed the OSFM EMT-I Application for Certification including signing the statement of eligibility for certification.

(b) REFRESHER COURSE

1. Successfully completed a twenty-four (24) hour refresher course as specified in the instructor guide or twenty-four (24) hours of approved continuing education.

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2. Once every four (4) years, successfully completed all required OSFM skills proficiency examinations as proctored by the Primary Instructor.
  3. Once every four (4) years, completed the OSFM written certification exam as administered by the Primary Instructor.
  4. Completed the OSFM EMT-I Application for Certification card including signing the statement of eligibility for certification.
- (3) The Primary Instructor must advise all recipients that the course completion record is not an EMT-I certification and that actual certification will be issued by the OSFM after processing and grading of the certifying examination.

**EMT-I INSTRUCTOR**

**(A) REQUIREMENTS**

(1) To qualify as an EMT-I Instructor, applicant shall satisfy the following criteria:

(a) Instructor Training (any one of the following five options)

1. Completed Fire Instructor 1A and 1B
2. Have a valid Community College teaching credential
3. Completed the UC/CSU 60-hour Techniques of Teaching course
4. Completed the NFA's Fire Service Instructional Methodology course
5. Completed four semester units of upper division credit in educational materials, methods and curriculum development

(b) Medical Credential

1. Be a physician, registered nurse, or physician's assistant currently licensed in California.  
- or -  
Be an EMT-Paramedic or EMT-II currently or previously licensed or certified in California.

(c) Occupational Experience

1. Have a minimum of two (2) years academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years.
2. The academic or clinical experience must be at the EMT-I level or higher.

(d) Orientation

1. Complete an EMT-I Instructor Orientation as delivered by the California State Fire Marshal's Office.
2. Prospective instructors must satisfy instructor requirements (1)(a) through (1)(c) above prior to attending the EMT-I Instructor Orientation.

(e) Conduct

1. Display conduct that upholds the values of honesty, integrity, and responsibility.
2. Meet and maintain the legal standards in Section 1798.200(a) of the California Health and Safety Code for EMTs.

**(2) REGISTRATION PROCESS**

- (a) Submit, at the EMT-I Instructor Orientation, a complete application package for review that includes all of the following:

1. Application for registration form
2. Up-to-date resume of education, position/rank, and experience
3. Verification of instructor training [Item (1)(a) above]
4. Copy of medical credential [Item (1)(b) above]
5. Verification of occupational experience [Item (1)(c) above]

Written verification of this occupational experience shall be submitted on department letterhead and signed by the Fire Chief, Director of Nursing, Hospital Administrator, or College Administrator. (Original letterhead and signature.)

Occupational experience shall describe, for each credential level held, years of service, geographical area of service, details of the activities performed, disciplinary actions or affirmatives awarded.

- (b) Applications for registration as an EMT-I instructor will be reviewed during the orientation.

1. Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the orientation.
2. Any misrepresentation or falsification of information submitted may be grounds for denial of EMT-I instructor registration.
3. If, in the judgment of the course instructors, the instructor candidate displays conduct that does not uphold the values of honesty, integrity, and responsibility expected of a OSFM EMT-I instructor, approval may be denied.

- (c) Registration will be complete after review and approval by the EMT Program Director in coordination with the Program Clinical Coordinator.

(2) Denial of Instructor Registration

- (a) Denial of instructor registration is adverse action that may be heard administratively.
- (b) It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.

(3) Appeal Process

(a) Step 1

1. The applicant must submit in writing any and all evidence to support reversing the instructor registration denial.
2. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
3. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.
4. If requested by the applicant in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the applicant, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the applicant so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

5. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the applicant of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the applicant of the effective date of the action, as well as the next level of appeal.

(b) Step 2

1. Should the applicant desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
2. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

(c) Step 3

1. Should the applicant desire to further appeal, the final level will be to the State Board of Fire Services.



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2. The State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.

3. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

4. The decision of the State Board of Fire Services will be considered final and binding.

### (B) RESPONSIBILITIES

#### (1) Course

(a) Ensuring all objectives of the course curriculum are met.

(b) Teaching at least 50% of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.

1. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and that Primary Instructor must teach at least 50% of that shift's course schedule.

2. A Primary Instructor may be assigned to more than one (1) shift.

(c) Ensuring all administrative requirements are completed in accordance with printed guidelines. Including but not limited to:

1. Request for Course Scheduling, including synchronization of certification dates
2. Written local EMS agency notification
3. Assistant instructor identification and qualifications
4. Skills proficiency evaluator identification and qualifications
5. Verification of student eligibility for certification
6. Return, within two weeks of course completion, all student materials, examinations, Scantron answer sheets, applicable certification records, tally sheet, invoice, instructor checklist, signed Application for Certification cards, fees, etc.

(d) Record keeping

1. Daily attendance records
2. Student progress chart
3. Student field or clinical observation records
4. Calendar of events identifying use of all assistant instructors, guest lecturers, and skills proficiency evaluators

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- (e) Maintaining all class records, including items (d)1 - (d)4 above, for a minimum of five (5) years
  - 1. The OSFM may request, at any time, the Primary Instructor to submit these records for review.
  - 2. Failure to comply shall result in disciplinary action.
- (f) Serving as the liaison to the EMT-I approving authority for the county in which the training is conducted, including notification of intent to conduct an EMT-I class.
- (g) Verifying the eligibility of each student taking the certification exam.
- (h) Proctoring the skills proficiency exams.
- (i) Ensuring the security and proper administration of the written certification exam.
- (j) Administering retake, make-up, or challenge exams.

(2) Assistant Instructors

- (a) Supervise Assistant Instructor's presentation of the course.

(3) Skills Proficiency Evaluators

- (a) Supervise Skills Proficiency Evaluators during all skills practice/laboratory sessions.
- (b) Ensuring that no more than ten (10) students are assigned to one (1) Instructor/Evaluator during skills practice/laboratory sessions.

(4) Clinical Experience

- (a) Arranging for and monitoring student performance in clinical experience to ensure each student shall have three (3) patient or simulated patient contacts in which a patient assessment and at least one other EMT skill is performed.
- (b) Ensuring that no more than three (3) students are assigned to one (1) qualified supervisor during the clinical experience.

(5) Guest Lecturers

- (a) Attending and monitoring Guest Lecturer's presentation.

(C) MAINTENANCE

- (1) To maintain instructor registration, an EMT-I Instructor shall:
  - (a) Be the Primary Instructor or CE Coordinator for at least one OSFM EMT-I basic or refresher course every four (4) years.

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- or -

Attend an EMT-I Instructor Orientation delivered by the OSFM once every four (4) years.

- (b) Submit to State Fire Training any change of department/home address or phone number.
- (c) Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.
- (d) Attend an EMT-I Instructor update course delivered by the California State Fire Marshal's Office as required.

**ASSISTANT INSTRUCTOR/SKILLS PROFICIENCY EVALUATOR/GUEST LECTURER**

(A) REQUIREMENTS

- (1) Assistant EMT-I Instructors/Skills Proficiency Evaluators used for an accredited regional course shall satisfy the following criteria:

(a) Instructor Training (any one of the following five options)

1. Completed Fire Instructor 1A and 1B
2. Have a valid Community College teaching credential
3. Completed the UC/CSU 60-hour Techniques of Teaching course
4. Completed the NFA's Fire Service Instructional Methodology course
5. Completed four semester units of upper division credit in educational materials, methods and curriculum development

(b) Medical Credential

1. Be a physician, registered nurse, or physician's assistant currently licensed in California.

- or -

Be an EMT-Paramedic or EMT-II currently or previously certified in California.

- or -

Be an EMT-I currently certified in California.

(c) Occupational Experience

1. Have a minimum of (two) 2 years academic or clinical experience in the practice of emergency medicine or prehospital care in the last (five) 5 years at the EMT-I level or higher.
2. Be qualified to assist in teaching the topics assigned.

- (d) Have their qualifications reviewed and be approved by the Program Director in coordination with the Program Clinical Coordinator prior to assuming any teaching assignment.

- (2) When requesting approval for course delivery, the Primary Instructor shall provide State Fire Training documentation verifying these requirements. Accreditation of course delivery is contingent upon adequate documentation of the assistant instructors'/skills evaluators' qualifications.

- (3) Guest Lecturers used for an accredited regional EMT-I course shall meet the following criteria:

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- (a) Have documentation of expertise in the subject on which they intend to lecture (i.e., SIDS, substance abuse, communicable diseases, light rescue tools). Documentation may include:
  - Previous teaching experience
  - Course certificates
  - Letters of recommendation
  - Resume/statement of professional qualifications
- (b) The Primary Instructor must be present during all guest lectures.

### (B) RESPONSIBILITIES

- (1) Assistant Instructors/Skills Proficiency Evaluators, under supervision of the Primary Instructor, may:
  - (a) Teach no more than 50% of a course.
  - (b) Administer module quizzes.
  - (c) Administer skills proficiency exams.
- (2) Guest Lecturers, under direct supervision of the Primary Instructor, may:
  - (a) Be utilized for those topics which by experience and education they are qualified.

### EMT-I CERTIFICATION EXAM PROCESS

#### (A) OVERVIEW

Certification exams measure the minimum level of knowledge or performance necessary to meet a specified standard of competency. For the EMT-I program, the exams include a 100-question, multiple choice written exam and skills proficiency examinations. The written exam is developed from essential course information by the course author or work group, then edited by State Fire Training staff.

#### (B) TESTING PROCESS AND SECURITY

- (1) Written certification exams are available to registered OSFM EMT-I instructors only. Each exam's serial number is recorded and assigned to the Primary Instructor prior to shipping. A copy of this check-out form accompanies the exam shipment.

The Primary Instructor is responsible for checking the serial numbers on the exam booklets against the serial numbers listed on the check-out form immediately upon receipt. Any discrepancies are to be reported to State Fire Training at once, as the Instructor will be held responsible for all exam booklets listed on the form.

- (2) Only a registered OSFM EMT-I instructor may administer the written EMT-I certifying exam.
- (3) The written certifying exam is not to be administered to any student prior to that student successfully completing the course and all required EMT-I skills proficiency examinations.
- (4) Skills proficiency exams may be proctored by an approved Assistant EMT-I Instructor/Skills Proficiency Evaluator.
- (5) Prior to administration of the written certifying exam, the Primary Instructor must verify student eligibility and identification.
- (6) The examination room is to be arranged to allow each student sufficient space to maintain confidentiality of responses and test security.
- (7) The Primary Instructor must remain in the room at all times during the written exam.
- (8) It is the sole responsibility of the Primary Instructor to maintain physical security of the exam materials prior, during, and after the exam process.
- (9) Any violation of EMT-I test security will be considered a breach of instructor responsibility and subject to disciplinary action. In addition, breaches of EMT-I test security will be reviewed for possible violation of Section 1798.207 of the Health and Safety Code. If deemed necessary, breaches of test security will be referred to appropriate legal authorities for consideration of prosecution.  
Violations of Health and Safety Code Section 1798.207 are misdemeanor offenses. Persons found guilty of violating this section are liable for actual damages sustained by the examination's administrative agency. This may include financial damages up to \$10,000 plus litigation cost and other penalties as provided by law.

It is the intent of the OSFM to actively pursue restitution for breaches of EMT-I test security.

(C) MINIMUM RESTITUTION

- (1) Any Instructor who loses a test, or allows test security to be breached, will be charged a minimum of \$500.00 to help offset the cost of developing another test. This fee must be paid before the instructor is authorized to teach another accredited course.

(D) RETAKING THE CERTIFICATION EXAM

A minimum score of 70% is required to pass the written certification exam. Students failing the certification exam may retake it one time. This retake examination must be completed within one year of the ending date of the class and submitted with the current retake processing fee. Students failing the exam a second time must repeat the course and pay applicable course fees.

The original EMT-I primary instructor or any registered OSFM EMT-I Instructor may administer the retaking of a certification exam. After a date and time has been scheduled with the student, the instructor contacts State Fire Training to request the exam booklet and necessary materials for testing. Students cannot contact State Fire Training for these materials.

(E) ACCESS TO STUDENT RECORDS

- (1) All requests for information regarding student records (including certification) must be in writing and include the student's full name, signature, social security number, and mailing address.  
The exceptions to this policy are:
  - (a) If the student applies for a position with a public agency which requires certification, the application for the position will be considered written permission to release the specific information required. The request for this information must come from the public agency in writing.
  - (b) The Primary Instructor may provide a Community College Fire Technology Coordinator with that portion of the student record in which they have a legitimate educational interest. As an example, the Primary Instructor will still receive the scores for courses taught and may allow the Community College Fire Technology Coordinator access to those scores if the students have applied to the college for credit.
- (2) Primary Instructors are not authorized to reproduce or release OSFM course rosters.

**CLASS PROCESSING**

(A) OVERVIEW

State Fire Training processing of accredited EMT-I classes includes: 1) Student registration; 2) Printing score letters and EMT certification wallet cards; 3) Sending results to each student; 4) Sending alphabetized student roster with each student's score to the Primary Instructor; 5) Reconciling invoices and payment.

(B) INVOICE RECONCILIATION

No payment until receipt of invoice. This invoice will follow at a later date and will reflect the following costs: 1) Registration fee; 2) Cost of materials; 3) Shipping charges; 4) Sales tax. Payment is due upon receipt of invoice.

(C) PROCESSING TIME

Average turn-around time for students to receive results is six to nine weeks. This time can be reduced by instructors and/or host agencies returning a class immediately after the ending date and including all required materials and documentation. The following time frames are average lengths it takes for a regional class to be processed.

WEEKS 1-3

THREE WEEKS FOR HOST AGENCY/INSTRUCTOR TO RETURN CLASS
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WEEKS 4-6

WEEKS 6-9

TWO WEEKS TO RECONCILE CLASS
THREE WEEKS FOR CLASS TO BE PROCESSED



## INSTRUCTOR ACCOUNTABILITY

### (A) METHOD OF EVALUATING ACCOUNTABILITY

#### (1) Teaching Skills

- (a) Every accredited course shall be evaluated by the students in the class. A written evaluation form is provided at the class, and each student has the opportunity to complete and, if desired, mail it separately to State Fire Training.

Written evaluations are reviewed by State Fire Training staff. Problems or trends are noted and acted on immediately. Average evaluations are filed and utilized to identify trends or continuity of the instructor's classes. Positive evaluations are also noted and may be recognized as deemed appropriate by the OSFM.

- (b) Site visits are conducted by State Fire Training staff and should not be construed as negative contact. There are generally four reasons that site visits are done: 1) quality control, 2) to evaluate an exceptional instructor, 3) to evaluate an instructor who has chronic problems, 4) to ensure that a Primary Instructor or approved assistant is teaching the class. The State Fire Training staff attempts to be accessible for comments or questions about the system. Site visits are a way to make staff accessible to instructors, students or training coordinators statewide.

Site visits to EMT-I courses may be conducted by individuals other than State Fire Training staff. Site visits may be conducted by a member of the State Fire Marshal EMS Advisory Committee or other OSFM designee. The purpose of this is to ensure both medical accuracy in the materials presented as well as appropriate techniques of teaching. The Program Director or Program Clinical Coordinator may make site visits as well as a representative of the State EMS Authority.

- (c) Direct written comments/complaints will be handled in the same way as formal written evaluations. Verbal comments/complaints will not be acted on. Verbal complainants will be requested to submit their comments in writing.

### (B) ACTION TO ENSURE ACCOUNTABILITY

Corrective action may be necessary to ensure compliance with the policies of the California State Fire Marshal's Office and to call to the instructor's attention any problems that have arisen during or after a course.

The California State Fire Marshal's Office views this section with seriousness as we realize that revoking an individual's instructor registration has far reaching effects. For that reason, we will afford all rights and privileges that are normally found in an administrative hearing, including appeal rights.

(1) Remedial Action

- (a) Corrective comment: This is the least serious in terms of adverse action and will usually be corrected through personal contact, either on the telephone or in person.
- (b) Written comment: This form of comment will serve as documentation in the instructor's file of a policy breach or infraction.
- (c) Multiple written comments may lead to a notice of instructor suspension or revocation.

(2) Suspension of Instructor Registration

- (a) Suspension of instructor registration is adverse action that may be heard administratively.
- (b) It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting an accredited course.
- (c) The instructor will receive written notification of the proposed suspension. The notification will include specific details of the policy breaches or other infractions and the penalty proposed. This notification will be made by the Division Chief, State Fire Training.
- (d) The instructor will be given a specified period of time to respond to the notice of suspension in writing. This time will not be less than fourteen (14) calendar days nor more than thirty (30) calendar days.
- (e) Immediate suspension may occur if, in the opinion of the OSFM, that a violation of or a threat to public safety has occurred.

In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in this section (B)(4).

(3) Revocation of Instructor Registration

- (a) Revocation of instructor registration, the most serious form of action, is adverse action that may also be heard administratively.
- (b) It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting an accredited course.
- (c) The instructor will receive written notification of the proposed revocation. The notification will include specific details of the policy breaches or other infractions and the penalty proposed. This notification will be made by the Division Chief, State Fire Training.
- (d) The instructor will be given a specified period of time to respond to the notice of revocation in writing. This time will not be less than fourteen (14) calendar days nor more than thirty (30) calendar days.

- (e) Immediate revocation may occur if, in the opinion of the OSFM, that a violation of or a threat to public safety has occurred.

In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in this section (B)(4).

(4) Appeal Process

(a) Step 1

1. The instructor must submit in writing any and all evidence to support reversing the instructor registration denial.
2. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
3. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.
4. If requested by the instructor in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the instructor, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the instructor so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

5. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the instructor of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the instructor of the effective date of the action, as well as the next level of appeal.

(b) Step 2

1. Should the instructor desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
2. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

(c) Step 3

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1. Should the instructor desire to further appeal, the final level will be to the State Board of Fire Services.
2. The State Fire Marshal will agendaize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.
3. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

4. The decision of the State Board of Fire Services will be considered final and binding.

### (5) Reinstatement

Reinstatement as a Primary Instructor can be achieved by:

- (a) Meeting all terms of disciplinary action.
- (b) Reapplying for instructor registration.
- (c) Meeting all current instructor requirements.

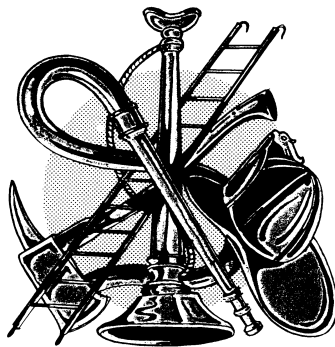
### (6) Denial of Instructor Registration

- (a) Denial of instructor registration is adverse action that may be heard administratively.
- (b) It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.
- (c) The appeal process will be the same as (B)(4)(a) of this section.
- (d) The appeal is actionable only if all other instructor requirements are fulfilled and the only issue is the documented evidence as stated in section (B)(6)(b) above.

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# STATE FIRE TRAINING POLICIES & PROCEDURES



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## Regional Course Delivery

### **CERTIFICATION CLASSES**

#### **(A) OVERVIEW**

There are three levels of certification classes: 1) Level 1, which includes Fire Officer; 2) Level 2/3, which includes Chief Officer; and 3) Specialty Courses. These courses are delivered regionally through community colleges and/or local sponsors.

#### **(B) COURSE REQUIREMENTS**

Certification courses contain numerous activities and substantial workload. Course requirements may include preassignments, activities, homework, and demonstrations. Minimum attendance required for each class is 90%. (i.e. A student may be absent up to 4 hours in a 40-hour course.)

#### **(C) LEVEL 1 COURSES**

There are currently 14 Level 1 courses:

(1)	EMT-I	Basic, Refresher
(2)	Fire Apparatus Driver/Operator 1A	Emergency Vehicle Operations
(3)	Fire Apparatus Driver/Operator 1B	Pump Operations
(4)	Fire Command 1A	Command Principles for Company Officers
(5)	Fire Command 1B	Hazardous Materials for Company Officers
(6)	Fire Instructor 1A	Instructional Techniques, Part 1
(7)	Fire Instructor 1B	Instructional Techniques, Part 2
(8)	Fire Investigation 1A	Fire Origin and Cause Determination
(9)	Fire Investigation 1B	Techniques of Fire Investigation
(10)	Fire Management 1	Management/Supervision for Company Officers
(11)	Fire Prevention 1A	Introduction to Fire Prevention
(12)	Fire Prevention 1B	Fire Prevention Practices
(13)	Fire Prevention 1C	Flammable Liquids and Gases
(14)	Public Education 1	Systematic Planning and Communication Skills

#### **(D) LEVEL 2/3 COURSES**

There are currently 21 Level 2/3 courses:

(1)	Fire Command 2A	Command Tactics at Major Fires
(2)	Fire Command 2B	Management of Major Hazardous Materials
(3)	Fire Command 2C	High Rise Fire Tactics
(4)	Fire Command 2D	Planning for Large Scale Disasters
(5)	Fire Command 2E	Wildland Fire Tactics
(6)	Fire Instructor 2A	Techniques of Evaluation
(7)	Fire Instructor 2B	Group Dynamics/Problem Solving
(8)	Fire Instructor 2C	Employing Audio/Visual Aids
(9)	Fire Instructor 3	Master Instructor/Fire Academy delivery only
(10)	Fire Investigation 2A	Criminal and Legal Procedure
(11)	Fire Investigation 2B	Field Case Studies

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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(12)	Fire Management 2A	Organizational Development and Human Relations
(13)	Fire Management 2B	Financial Management
(14)	Fire Management 2C	Personnel and Labor Relations
(15)	Fire Management 2D	Master Planning
(16)	Fire Management 2E	Contemporary Issues and Concepts
(17)	Fire Prevention 2A	Protection Systems and Building Components
(18)	Fire Prevention 2B	Interpreting the UBC and CBC
(19)	Fire Prevention 2C	Special Hazard Occupancies
(20)	Fire Prevention 3A	Hydraulic Sprinkler Calculations
(21)	Fire Prevention 3B	Plan Checking

### (E) SPECIALTY COURSES

There are currently 10 specialty courses:

(1)	Fire Mechanic 1	Pumps and Accessories
(2)	Fire Mechanic 2A	Fire Apparatus Electrical Systems
(3)	Fire Mechanic 2B	Allison Transmissions
(4)	Fire Mechanic 2C	Aerial Apparatus
(5)	Hazardous Materials 1A	Basic Chemistry of Hazardous Materials
(6)	Hazardous Materials 1B	Applied Chemistry - Field Identification of Chemicals
(7)	Hazardous Materials 1C	Incident Organization, Protective/Monitoring Equip
(8)	Hazardous Materials 1D	Tactical Field Operations, Tools and Equipment
(9)	Hazardous Materials 1F	Specialized Mitigation Techniques
(10)	Hazardous Materials 1G	Practical Field Exercises

**COURSE SET UP AND RETURN**

(A) INSTRUCTIONS

State Fire Training offers many regional courses as indicated in the previous pages. Each of these courses may be accredited by the California Fire Service Training & Education System for regional delivery providing the following requirements are met:

- (1) Submit a completed "Request For Course Scheduling" form to State Fire Training at least **six weeks prior** to the starting date of the course.
- (2) Regional courses will not be recognized unless properly accredited by State Fire Training. Accreditation will not be granted after the fact. State Fire Training approval must be obtained prior to beginning the course.
- (3) Advertisements for properly accredited courses may use the following statement:

"Accredited by the California Fire Service Training and Education System  
for credit toward California State Fire Marshal certification."
- (4) Requests for accreditation are NOT submitted for fire fighter courses.
- (5) At the conclusion of the course, all materials must be **MAILED** via **UPS** to CDF/State Fire Training. This package should include where applicable:
  - (a) Completed INSTRUCTOR CHECKLIST
    - Copy of **INVOICE** form
    - Completed **ROSTER**
    - Completed **SCANTRONS**
    - Unused **CLASS MATERIALS**
    - **TEST BOOKLETS**
  - (b) PAYMENT enclosed
- (6) Materials should be packaged and shipped separately for each class to ensure your account is accurately adjusted.

WITHIN **TWO WEEKS** FROM ENDING DATE OF THE CLASS,  
SHIP ALL MATERIALS VIA **UPS** TO:

CDF/State Fire Training 1131 "S" Street Sacramento, CA 95814
--

**COURSE FEE REMITTANCE**



(A) OVERVIEW

All fees for course registration and student materials collected during a course must be made payable to the Primary Instructor or host agency. The Primary Instructor or host agency must submit one check to State Fire Training for all fees due.

- (1) Primary Instructor or host agency must submit one check at the time of receipt of the invoice.
  - (a) Those instructors who fail to return their course materials within the two week time-frame will receive a notice from State Fire Training reminding them of their obligation and advising the instructor that future classes he/she requests to teach will not be accredited until all materials are submitted for their current outstanding class.
  - (b) A second notice will be sent out two weeks later and failure to respond to these two notices will result in revoking that individuals instructor registration.
  - (c) In order to reinstate, the instructor must re-apply for instructor registration and attend a OSFM Instructor Orientation class.
- (2) The final invoice will reflect the following costs:
  - (a) Registration fee
  - (b) Cost of materials
    - Shipping charges are incorporated in the cost of the manuals
  - (c) Sales taxes

## CERTIFICATION EXAM PROCESS

### (A) OVERVIEW

Certification exams measure the minimum level of knowledge or performance necessary to meet a specified standard of competency. Students must pass the course, including any manipulative performance test and/or skills efficiency exam, prior to taking the certification exam.

Certification exams are required for every State Fire Training class **except** for the Fire Fighter series, Fire Investigation 2B and the Volunteer Fire Officer series.

In general, each exam is 50-question, multiple choice. The certification exam is 100 questions for the Basic and Refresher courses. Fire Instructor 3's certification exam is a 50 question short answer format. Exams are developed from essential course information by the course author or work group, then edited by State Fire Training staff.

### (B) TESTING PROCESS AND SECURITY

- (1) Written certification exams are available to registered OSFM instructors only. Each exam's serial number is recorded and assigned to the Primary Instructor prior to shipping. Shipment of all exams are to be returned to State Fire Training by UPS carrier, **NOT** by the US Post Office.

The Primary Instructor is responsible for checking the serial numbers on the exam booklets against the serial numbers listed on the check-out form immediately upon receipt. Any discrepancies are to be reported to State Fire Training at once, as the instructor will be held responsible for all exam booklets listed on the form.

- (2) Only a registered instructor may administer the written certifying exam.
- (3) The written certifying exam is NOT to be administered to any student prior to that student successfully completing the course and attending the minimum number of hours required.
- (4) The examination room is to be arranged to allow each student sufficient space to maintain confidentiality of responses and test security.
- (5) The Primary Instructor must remain in the room at all times during the written exam.
- (6) It is the sole responsibility of the Primary Instructor to maintain physical security of the exam materials prior, during, and after the exam process.
- (7) Any violation of test security will be considered a breach of instructor responsibility and subject to disciplinary action.

(C) MINIMUM RESTITUTION

- (1) Any instructor who loses a test, or allows test security to be breached, will be charged a minimum of \$500.00 to help offset the cost of developing another test. This fee must be paid before the instructor is authorized to teach another accredited course.

(D) RETAKING THE CERTIFICATION EXAM

A minimum score of 70% is required to pass the written certification exam. Students failing the certification exam may retake it one time. This retake exam must be completed within one year of the ending date of the class and submitted with the current retake processing fee. Students failing the exam a second time must repeat the course and pay applicable course fees.

The original primary instructor or any subject-specific registered OSFM instructor may administer the retaking of a certification exam. After a date and time have been scheduled with the student, the instructor contacts State Fire Training to request the exam booklet and necessary materials for testing. Students cannot contact State Fire Training for these materials. After administering the retake exam the instructor will ship (via UPS) the exam booklet, test check-out sheet, Scantron answer sheet, Retake Submittal Form, and payment to State Fire Training.

(E) ACCESS TO STUDENT RECORDS

- (1) All requests for information regarding student records (including certification) must be in writing and include the student's full name, signature, social security number, and mailing address.

The exceptions to this policy are:

- (a) If the student applies for a position with a public agency which requires certification, the application for the position will be considered written permission to release the specific information required. The request for this information must come from the public agency in writing.
  - (b) The Primary Instructor may provide a Community College Fire Technology Coordinator with that portion of the student record in which they have a legitimate educational interest. As an example, the Primary Instructor will still receive the scores for courses taught and may allow the Community College Fire Technology Coordinator access to those scores if the students have applied to the college for credit.
- (2) Primary Instructors are not authorized to reproduce or release OSFM course rosters.

## CLASS PROCESSING

### (A) OVERVIEW

State Fire Training processing of accredited classes includes: 1) Student registration; 2) Printing score letters and course completion certificates; 3) Sending results to each student; 4) Sending alphabetized student roster with each student's score to the Primary Instructor.

### (B) PROCESSING TIME

Average turn-around time for students to receive results is six to nine weeks. This time can be reduced by instructors and/or host agencies returning a class immediately after the ending date and including all required materials and documentation. The following time frames are average lengths it takes for a regional class to be processed.

WEEKS 1-3

THREE WEEKS FOR HOST AGENCY/INSTRUCTOR TO RETURN CLASS
--

WEEKS 4-6

WEEKS 6-9

TWO WEEKS TO RECONCILE CLASS
THREE WEEKS FOR CLASS TO BE PROCESSED

## COURSE RECOGNITION

### (A) OVERVIEW

The California Fire Service Training & Education System will grant course credit toward State Fire Training certification to students who completed old State Fire Marshal, State Fire Training, or California Fire Academy courses without having to pass the State Board of Fire Services certification exam.

As the certification system developed, it became apparent that fire personnel who successfully completed our courses many years ago were being denied certification credit because of the provision that required them to pass the SBFS certification exam.

In an effort to enable these past students to participate (without additional testing), State Fire Training has adopted the following policy for recognizing our past courses for credit toward certification. Effective September 1992, all past State Fire Marshal, State Fire Training, and California Fire Academy courses in **Command, Instructor Training, Investigation, Management, Prevention, Public Education, Hazardous Materials, and Driver/Operator** may be granted certification credit toward current and future position certificates without additional testing.

#### (1) APPLICATION

The following must be submitted to State Fire Training:

- (a) A letter identifying the courses you are requesting credit.
- (b) Copy of the completion certificate for each course to be reviewed.

#### (2) EVALUATION

- (a) State Fire Training reviews the course certificates.
- (b) Those courses accepted for credit are identified on the Course Recognition Record and a copy returned to the applicant.
- (c) This Course Recognition Record will only reflect the older courses that were granted recognition credit. All other results for currently accredited courses that have been completed are on file at the State Fire Marshal's Office and will not be included on the Course Recognition Record.
- (d) Applicant's training file is updated for each class receiving credit.

**CROSS REFERENCE FOR ACCREDITED COURSE TITLES**

(A) OVERVIEW

As the Certification System comes of age, changes are necessary to make things easier to understand (at least we hope that's the result)!

In a proposal made by the CFCA Training and Education Committee to amend the certification chart, it was suggested to renumber the required courses to match the levels of certification.

For example, Fire Prevention Officer I certification requires three courses: Fire Prevention 1A, 1B, and 2. By changing "2" to "1C," all the courses for the first level of Fire Prevention Officer will now be identified with a "1."

The same would hold true for subsequent certification levels. Courses for Level II certification will be identified by a "2," Level III by a "3," etc.

- (B) Effective September 1, 1984, the numbers for all certification courses were adjusted. We do not anticipate any changes in these number designations in the foreseeable future.

SUBJECT	NEW TITLE	OLD TITLE
COMMAND	Fire Command 1A	Fire Command 1 or I (after 1978)
	Fire Command 1B	None
	Fire Command 2A	Fire Command 1 or I (through 1978)
		Fire Command 2 or II (after 1978)
	Fire Command 2B	None
	Fire Command 2C	Fire Command 3 or III
	Fire Command 2D	Fire Command 2 or II (through 1978)
	Fire Command 2E	Fire Command 4 or IV
DRIVER/OPERATOR		Fire Command 5 or V
DRIVER/OPERATOR	Driver/Operator 1A	Pump Operator 1 or I
	Driver/Operator 1B	Pump Operator 2 or II
HAZ MAT	Hazardous Materials 1A	Chemistry of Hazardous Materials
INSTRUCTOR	Fire Instructor 1A	Fire Instructor I or IA
	Fire Instructor 1B	Fire Instructor II or IB
	Fire Instructor 2A	Fire Instructor III
	Fire Instructor 2B	Fire Instructor IV
	Fire Instructor 2C	Fire Instructor V
	Fire Instructor 3	Master Instructor

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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### SUBJECT

#### NEW TITLE

#### OLD TITLE

### INVESTIGATION

Fire Investigation 1A  
Fire Investigation 1B  
Fire Investigation 2A  
Fire Investigation 2B

Fire Investigation 1 or I  
Fire Investigation 2 or II  
Fire Investigation 3 or III  
Fire Investigation 4 or IV

### MANAGEMENT

Fire Management 1  
Fire Management 2A  
Fire Management 2B  
Fire Management 2C  
Fire Management 2D  
Fire Management 2E  
Fire Management 3A  
Fire Management 3B

Fire Management 1 or I  
Fire Management 2 or II  
Fire Service Finance  
Computers in the Fire Service  
Fire Management 4 or IV  
Fire Management 3 or III  
Fire Management 5 or V  
Fire Management 6 or VI  
Fire Management 7 or VII

### PREVENTION

Fire Prevention 1A  
Fire Prevention 1B  
Fire Prevention 1C  
Fire Prevention 2A  
Fire Prevention 2B  
Fire Prevention 2C  
Fire Prevention 3A  
Fire Prevention 3B

Fire Prevention 1 or I  
None  
Fire Prevention 2 or II  
Fire Prevention 3 or III  
Fire Prevention 4 or IV  
Fire Prevention 5 or V  
Fire Prevention 6 or VI  
Fire Prevention 7 or VII

### PUBLIC EDUCATION

Public Education 1  
  
Public Education 2A  
Public Education 2B

Public Education 1 or I  
Public Education 2 or II  
Public Education 3 or III  
Public Education 4 or IV

**CREDIT FOR EQUIVALENT COURSES**

(A) OVERVIEW

Several agencies offer similar courses and are recognized by State Fire Training. In addition, four alternatives for receiving course credit for Fire Instructor 1A and 1B are recognized by State Fire Training: 1) valid California Community College teaching credential; 2) UC/CSU 60-hour Techniques of Teaching course; 3) NFA's Fire Service Instructional Methodology course; and 4) four semester units of upper division credit in educational materials, methods and curriculum development.

(B) NATIONAL FIRE ACADEMY EQUIVALENT COURSES

The following courses taken at the National Fire Academy are considered equivalent to State Fire Training courses, and provide the student certification credit without having to repeat a similar course from State Fire Training. Payment of the current Level 1 registration fee is required for each course granted equivalency.

<u>NFA Course</u>	<u>State Fire Training Equivalent</u>
(R234) Chemistry of Hazardous Materials.....	Hazardous Materials 1A
(R301) Command & Control of Initial Operations.....	Fire Command 1A
(R304) Command & Control of Fire Dept Major Operations .....	Fire Command 2A
(R308) Command & Control of Fire Dept Operations at Catastrophic Disasters.....	Fire Command 2D
(R205) Fire Arson Investigation.....	Fire Investigation 1A & 1B
(R123) Fire Executive Development.....	Fire Management 2A & 2E
(R221) Fire Prevention Specialist I .....	Fire Prevention 1A & 1B
(R222) Fire Prevention Specialist II.....	Fire Prevention 2A
(R333) Fire Service Financial Management.....	Fire Management 2B
(R113) Fire Service Instructional Methodology .....	Fire Instructor 1A & 1B
(R106) Fire Service Leadership/Communications.....	Fire Management 1
(R332) Interpersonal Dynamics in Fire Service Organizations .....	Fire Management 2A
(R115) Introduction to Fire Safety Education .....	Public Education 1
(R102) Plan Review for Inspectors .....	Fire Prevention 3B
(R125) Strategic Analysis of Executive Leadership.....	Fire Management 2A
(R306) Strategic Analysis of Fire Dept Operations.....	Fire Command 2A & 2B
(R500) Use of Microcomputers for Fire Service Management.....	Fire Management 2C



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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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(1) To receive an equivalent course certificate:

- (a) Submit a letter requesting equivalent credit and a copy of the NFA course completion certificate. Transcripts are not acceptable.
- (b) Submit payment of the current Level 1 registration fee for each equivalent certificate.
- (c) The request will be reviewed by State Fire Training and a course equivalency certificate will be returned.

(C) CDF FIRE ACADEMY EQUIVALENT COURSES

The following courses taken at the CDF Academy in Ione are considered equivalent to State Fire Training courses, and provide the student certification credit without having to repeat a similar course from State Fire Training. Payment of the current Level 1 registration fee (or certification fee for Fire Fighter I and Driver/Operator I) is required for each equivalency granted.

<u>CDF Course</u>	<u>State Fire Training Equivalent</u>
Basic Fire Fighter.....	Fire Fighter I
Basic Fire Control (after 12/21/73).....	Fire Fighter I
and.....	Driver/Operator I
Basic Fire Control (after 06/19/87).....	Fire Fighter I
and.....	Driver/Operator I
and.....	Fire Investigation 1A
Basic Fire Control (after 01/01/92)	
Fire Fighter Module .....	Fire Fighter I
Driver/Operator Module .....	Driver/Operator I
and.....	Fire Investigation 1A
Fire Investigation I or IA .....	Fire Investigation 1A
Fire Investigation II or IB .....	Fire Investigation 1B
Fire Investigation III or IIA.....	Fire Investigation 2A
Fire Investigation IV or IIB .....	Fire Investigation 2B
Fire Management II (through 1988).....	Fire Command 2E
Fire Prevention Education.....	Public Education 1
First Responder Operational .....	See Section (F)
Incident Management II (from 1989).....	Fire Command 2E
Management Development I (through 11/19/93) .....	Fire Management 1
Supervision 2 .....	Fire Management 1
Techniques of Supervision A (through 06/30/93).....	Fire Management 1
Supervision 3 .....	Fire Management 1
Techniques of Supervision B (through 06/30/93) .....	Fire Management 2A
Supervision 4 .....	Fire Management 2A

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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(1) To receive credit

- (a) Submit a letter requesting equivalent credit and a copy of the CDF Academy course completion certificate. Transcripts or county issued certificates are not acceptable.
- (b) Submit payment of the current Level 1 registration fee (or certification fee for Fire Fighter I and Driver/Operator I) for each equivalent certificate.
- (c) The request will be reviewed by State Fire Training and documentation for either course equivalency or certification will be returned to the applicant.

(D) CALIFORNIA SPECIALIZED TRAINING INSTITUTE (CSTI)

The following courses taken at the California Specialized Training Institute are considered equivalent to State Fire Training courses. Receiving credit for these courses does not require paying the registration fee.

<u>CSTI Course</u>	<u>State Fire Training Equivalent</u>
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HAZARDOUS MATERIALS TECHNICIAN/SPECIALIST

Hazardous Materials 1A .....	Hazardous Materials 1A
Hazardous Materials 1B.....	Hazardous Materials 1B
Hazardous Materials 1C.....	Hazardous Materials 1C
Hazardous Materials 1D .....	Hazardous Materials 1D
Hazardous Materials 1F .....	Hazardous Materials 1F
Hazardous Materials 1G .....	Hazardous Materials 1G
First Responder Operational .....	See next page section (F)

(1) To receive credit

- (a) Submit a letter requesting equivalent credit and a copy of the CSTI course completion certificate. Transcripts or agency issued certificates are not acceptable.
- (b) The request will be reviewed by State Fire Training and confirmation of course equivalency will be returned.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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### (E) FIRE INSTRUCTOR 1A/1B EQUIVALENT COURSES

The following are considered equivalent to Fire Instructor 1A and 1B courses, and provide the student certification credit without having to repeat a similar course from State Fire Training. Payment of the current Level 1 registration fee is required for each course granted equivalency.

<u>Course Title</u>	<u>State Fire Training Equivalent</u>
Valid Community College Teaching Credential .....	Fire Instructor 1A/1B
UC/CSU 60-hour Techniques of Teaching.....	Fire Instructor 1A/1B
NFA Fire Service Instructional Methodology.....	Fire Instructor 1A/1B
Four upper division units of educational methods, materials, and curriculum development.....	Fire Instructor 1A/1B

(1) To receive equivalent course credit

- (a) Submit a letter requesting equivalent credit and a copy of the certificate or transcripts (for upper division units only).
- (b) The request will be reviewed by State Fire Training and confirmation of course equivalency will be returned.

### (F) FIRST RESPONDER OPERATIONAL EQUIVALENCY COURSES

The following agencies offer First Responder Operational courses that meet the prerequisite for attending the Hazardous Materials Technician courses.

California Department of Forestry (CDF)  
California State Training Institute (CSTI)  
International Association of Fire Fighters (IAFF)  
Onguard Emergency Resources, Inc. (OER)  
(OER's certificate must state "*with California Supplements*")

### (G) CONFINED SPACE RESCUE AWARENESS EQUIVALENCY COURSE

International Association of Fire Fighters (IAFF) course, *Confined Space Operations for First Responders* is considered equivalent to Confined Space Rescue Awareness course.

**PEER ASSESSMENT FOR CREDENTIAL EVALUATION  
(PACE II)**

**(A) COMMITTEE GOAL**

To enhance the professional credibility of fire service personnel registered to instruct certified and noncertified courses adopted by the California State Fire Marshal (OSFM) and the State Board of Fire Services (SBFS).

**(B) COMMITTEE ROLE**

To perform an audit of all applications for instructor registration; to include course records, certificates, resumes, correspondence and other communications relative to individual requests for instructor registration.

Committee members are expected to maintain confidentiality and respect the rights of privacy for those applications reviewed. Failure to maintain confidentiality by any committee member will be cause for terminating committee membership.

**(C) COMMITTEE MEMBERSHIP**

- (1) Members of the PACE II committee will be appointed by the committee chair for a two-year term.
- (2) The committee chair will be a representative from State Fire Training unless otherwise specified.
- (3) The committee will be comprised of Fire Chiefs; Training Officers; Registered Master Instructors; representatives of the Community College system; and other interested fire service personnel.
- (4) Technical advisors may be appointed by State Fire Training based on a specific need, and will serve as nonvoting members of the committee.

**(D) ORGANIZATIONAL STRUCTURE**

The chair shall forward results of audits directly to the State Fire Marshal.

**(E) MEETINGS**

Meetings will be scheduled on a quarterly basis (January, April, July, October).

**(F) COMMITTEE PROTOCOL**

- (1) State Fire Training staff shall assemble and organize applications and records for review.
- (2) If the application is complete and approved, a letter from the State Fire Marshal will be mailed within five (5) working days of the PACE II meeting. The applicant will then be formally recorded as a Registered Instructor with OSFM.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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- (3) If the application is incomplete, State Fire Training staff will return a check-off sheet indicating what documentation is lacking within five (5) working days of the PACE II meeting.

### (G) RESPONSIBILITY OF THE CHAIR

Interpretation decisions are the purview of the chair. The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the State Fire Marshal for resolution.

### (H) APPEALS

Appeals relative to denial of eligibility for instructor registration may be made utilizing the following procedures:

- (1) Appeals shall be in writing, directed to the Deputy Chief of State Fire Training no later than 30 days after notification of initial review and denial. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation and the desired outcome.
- (2) The Deputy Chief of State Fire Training shall render his/her decision in writing within 30 days of receipt of appeal.
- (3) The applicant may appeal the decision of the Deputy Chief of State Fire Training by writing to the State Fire Marshal within 30 days after notification of the Deputy Chief's finding.
- (4) The OSFM shall render his/her decision within 30 days of receipt of appeal.
- (5) The decision of the OSFM shall be final.

**FIRE FIGHTER INSTRUCTOR**

**(A) REQUIREMENTS**

Fire service personnel may qualify to teach one or more of the following approved Fire Fighter courses:

Fire Fighter I\*      Fire Fighter II      Volunteer Fire Fighter

\*Emergency Care Unit must be taught by an Emergency Care of the Sick and Injured Instructor.

(1) To qualify as a Fire Fighter Instructor, the following criteria must be met:

(a) Instructor Training (any one of the following five options)

1. Completed Fire Instructor 1A and 1B
2. Have a valid Community College teaching credential
3. Completed the UC/CSU 60-hour Techniques of Teaching course
4. Completed the NFA's Fire Service Instructional Methodology course
5. Completed four semester units of upper division credit in educational materials, methods and curriculum development

(b) Occupational Experience

Have a minimum of 2 years suppression experience.

(2) Registration Process

(a) Fire Fighter Instructors are not registered with the OSFM.

(b) Each department's Fire Chief has the responsibility to ensure the individuals teaching the Fire Fighter course(s) meets the criteria listed above.

**(B) RESPONSIBILITIES**

(1) Ensuring all objectives of the course curriculum are met.

(2) Teaching 100% of the course. Due to the length of Fire Fighter training, more than one qualified instructor may be utilized.

(3) Ensuring all administrative requirements are completed in accordance with printed guidelines.

(4) Proctoring any performance and/or written exams when utilized.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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(C) MAINTENANCE

- (1) Maintain subject area involvement either by teaching or operational assignment.
- (2) Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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### LEVEL 1, LEVEL 2/3, and SPECIALTY INSTRUCTORS

#### (A) REQUIREMENTS

Fire service personnel may qualify to teach in one or more of the following accredited regional course disciplines:

<b>LEVEL 1</b>	<b>LEVEL 2/3</b>	<b>SPECIALTY</b>
Driver/Operator	Fire Command	Fire Mechanic
Fire Command	Fire Instructor*	Hazardous Materials
Fire Instructor*	Fire Investigation	
Fire Investigation	Fire Management	
Fire Management	Fire Prevention	
Fire Prevention		
Public Education		

\*Master Instructor status is required to teach in this subject area.

- (1) To qualify as a Level 1, Level 2/3 or Specialty Instructor, applicant shall satisfy the following criteria:

- (a) Instructor Training (any one of the following five options)

1. Completed Fire Instructor 1A and 1B
2. Have a valid Community College teaching credential
3. Completed the UC/CSU's 60-hour Techniques of Teaching course
4. Completed the NFA's Fire Service Instructional Methodology
5. Completed four upper division units of educational methods, materials and curriculum development

- (b) Occupational Experience (either volunteer or career)

Have a minimum of 3 years experience in the subject area including having held the position or rank within the department. Performing in an "acting" capacity does not qualify.

Command/Management Level 1	=	officer
Command/Management Level 2/3	=	officer (with course specific expertise)
Driver/Operator	=	engineer
Hazardous Materials	=	course specific expertise
Instructor Level 1	=	Master Instructor
Instructor Level 2/3	=	Master Instructor (with course specific expertise)
Investigation Level 1	=	cause and origin determination
Investigation Level 2	=	arson investigator
Mechanic Level 1	=	apparatus mechanic
Prevention Level 1	=	prevention officer
Prevention Level 2/3	=	prevention officer (with course specific expertise)
Public Education	=	public education officer



(c) Course Work\*

1. Attended and passed the accredited course(s) you wish to teach or an approved equivalent

- or -

2. Participated in the curriculum development/maintenance.

\*If qualifying experience is within the last 5 years of application, this requirement can be waived.

(d) Teaching Experience

Completed at least 80 hours of teaching within a fire service related program.

(e) Orientation

Attended an Instructor Orientation as delivered by the California State Fire Marshal's Office.

Prospective instructors shall satisfy all instructor requirements and become registered as an instructor within 1 year of attending the Instructor Orientation.

(2) Registration Process

(a) Resume Evaluation

Submit a complete application package for review that includes all of the following:

1. Application for registration form
2. Up-to-date resume of education, position/rank, and experience
3. Verification of instructor training
4. Verification of occupational experience
5. Verification of course work
6. Verification of teaching experience
7. Copy of Instructor Orientation certificate

Written verification of your occupational and teaching experience shall be submitted on department letterhead and signed by your supervisor and/or fire chief.

(b) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

1. Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the orientation.
2. Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

3. If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of an OSFM instructor, approval may be denied.

(3) Denial of Instructor Registration

- (a) Denial of instructor registration is adverse action that may be heard administratively.
- (b) It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.

(4) Appeal Process

(a) Step 1

1. The applicant must submit in writing any and all evidence to support reversing the instructor registration denial.
2. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
3. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.
4. If requested by the applicant in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the applicant, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the applicant so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

5. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the applicant of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the applicant of the effective date of the action, as well as the next level of appeal.

(b) Step 2

1. Should the applicant desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
2. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

(c) Step 3

1. Should the applicant desire to further appeal, the final level will be to the State Board of Fire Services.
2. The State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.
3. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

4. The decision of the State Board of Fire Services will be considered final and binding.

(B) RESPONSIBILITIES

(1) Course

- (a) Ensuring all objectives of the course curriculum are met.
- (b) Teaching at least 50% of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.
  1. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and that Primary Instructor must teach at least 50% of that shift's course schedule.
  2. A Primary Instructor may be assigned to more than one (1) shift.
- (c) Ensuring all administrative requirements are completed in accordance with printed guidelines. Including but not limited to:
  1. Request for Course Scheduling
  2. Assistant instructor identification and qualifications
  3. Return, within two weeks of course completion, all student materials, examinations, and Scantron answer sheets.
- (d) Record keeping
  1. Daily attendance records
  2. Student progress chart
  3. Student assignment records
  4. Calendar of events identifying use of all assistant instructors and guest lecturers

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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- (e) Maintaining all class records, including items (d)1 - (d)4 above, for a minimum of five (5) years
  - 1. The OSFM may request, at any time, the Primary Instructor to submit these records for review.
  - 2. Failure to comply shall result in disciplinary action.
- (f) Verifying the eligibility of each student taking the certification exam.
- (g) Proctoring the performance exam when utilized.
- (h) Ensuring the security of the certification exam and Scantron answer sheet.
- (i) Administering certification exam including retakes and make-ups.
- (j) Returning both certification exam and Scantron answer sheet to State Fire Training.
- (2) Assistant Instructors
  - (a) Supervise Assistant Instructor's presentation of the course.
- (3) Guest Lecturers
  - (a) Attending and monitoring Guest Lecturer's presentation.

(C) MAINTENANCE

- (1) To maintain instructor registration, an instructor shall:
  - (a) Submit to State Fire Training any change of department/home address or phone number.
  - (b) Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

**ASSISTANT INSTRUCTOR/GUEST LECTURER**

**(A) REQUIREMENTS**

- (1) Assistant Instructors used for an accredited regional course shall:
  - (a) Satisfy the same criteria as the Primary Instructor **except** for attending an Instructor Orientation.
  - (b) Have their qualifications reviewed and approved by the Primary Instructor.
- (2) Guest Lecturers used for an accredited regional course shall:
  - (a) Have documentation of expertise in the subject on which they intend to lecture.
  - (b) Have their qualifications reviewed and approved by the Primary Instructor.
  - (c) The Primary Instructor must be present during all guest lectures.
- (3) Upon request, the Primary Instructor will provide State Fire Training documentation verifying these requirements.

**(B) RESPONSIBILITIES**

- (1) Assistant Instructors/Skills Proficiency Evaluators, under supervision of the Primary Instructor, may:
  - (a) Teach no more than 50% of a course.
  - (b) Administer module quizzes.
  - (c) Administer performance exams when utilized.
- (2) Guest Lecturers, under direct supervision of the Primary Instructor, may:
  - (a) Be utilized for those topics which by experience and education they are qualified.
  - (b) Be utilized for no more than 20% of a course.

**MASTER INSTRUCTOR  
FIRE INSTRUCTOR TRACK**

**(A) REQUIREMENTS**

Fire service personnel may qualify as Master Instructors and are the only instructors eligible to teach in the Fire Instructor track.

(1) To qualify as a Master Instructor, applicant shall satisfy the following criteria:

(a) Instructor Training - Attended and passed all of the following:

1. Fire Instructor 1A and 1B
2. Fire Instructor 2A, 2B and 2C
3. Fire Instructor 3

(b) Occupational Experience

Level 1: Have a minimum of 3 years experience in a California fire department as a designated department training instructor.

Level 2: Have a minimum of 3 years experience in a California fire department as a designated department training instructor.

- and -

Course specific expertise.

(c) Course Work

See (a) 1-3 above.

(d) Teaching Experience

Completed at least 160 hours of teaching within a fire service related program.

(e) Orientation

Attended an Instructor Orientation as delivered by the California State Fire Marshal's Office.

Prospective Master Instructors shall satisfy all instructor requirements and become registered as an instructor within 1 year of attending the Instructor Orientation.

(2) Registration Process

(a) Resume Evaluation

Submit a complete application package ready for review that includes all of the following:

1. Application for registration form
2. Up-to-date resume of education, position/rank, and experience
3. Verification of instructor training
4. Verification of occupational experience
5. Verification of teaching experience
6. Copy of Instructor Orientation certificate

Written verification of your occupational and teaching experience shall be submitted on department letterhead and signed by your supervisor and/or chief.

(b) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

1. Any identified application deficiencies must be satisfactorily resolved within one (1) year of the ending date of the orientation.
2. Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.
3. If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of an OSFM instructor, approval may be denied.

(3) Denial of Instructor Registration

(a) Denial of instructor registration is adverse action that may be heard administratively.

(b) It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.

(4) Appeal Process

(a) Step 1

1. The applicant must submit in writing any and all evidence to support reversing the instructor registration denial.
2. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
3. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.



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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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4. If requested by the applicant in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the applicant, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the applicant so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

5. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the applicant of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the applicant of the effective date of the action, as well as the next level of appeal.

### (b) Step 2

1. Should the applicant desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
2. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

### (c) Step 3

1. Should the applicant desire to further appeal, the final level will be to the State Board of Fire Services.
2. The State Fire Marshal will agendaize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.
3. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

4. The decision of the State Board of Fire Services will be considered final and binding.

## (B) RESPONSIBILITIES

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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### (1) Course

- (a) Ensuring all objectives of the course curriculum are met.
- (b) Teaching at least 50% of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.
  - 1. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and that Primary Instructor must teach at least 50% of that shift's course schedule.
  - 2. A Primary Instructor may be assigned to more than one (1) shift.
- (c) Ensuring all administrative requirements are completed in accordance with printed guidelines. Including but not limited to:
  - 1. Request for Course Scheduling
  - 2. Assistant instructor identification and qualifications
  - 3. Evaluator identification and qualifications
  - 4. Return, within two weeks of course completion, all student materials, examinations, and Scantron answer sheets.
- (d) Record keeping
  - 1. Daily attendance records
  - 2. Student progress chart
  - 3. Student assignment records
  - 4. Calendar of events identifying use of all assistant instructors and guest lecturers
- (e) Maintaining all class records, including items (d)1 - (d)4 above, for a minimum of five (5) years
  - 1. The OSFM may request, at any time, the Primary Instructor to submit these records for review.
  - 2. Failure to comply shall result in disciplinary action.
- (f) Verifying the eligibility of each student taking the certification exam.
- (g) Proctoring the performance exam when utilized.
- (h) Ensuring the security of the certification exam and answer sheet.
- (i) Administering certification exams including retakes and make-ups.
- (j) Returning both certification exam and scantron to State Fire Training.

### (5) Assistant Instructors

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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(a) Supervise Assistant Instructor's presentation of the course.

(6) Evaluators

(a) Supervise evaluator during the class.

(b) Ensuring that no more than ten (10) students are assigned to one (1) Instructor/Evaluator during the class.

(7) Guest Lecturers

(a) Attending and monitoring Guest Lecturer's presentation.

(B) MAINTENANCE

(1) Submit to State Fire Training any change of department/home address or phone number.

(2) Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

(3) Attend a Master Instructor update course delivered by the California State Fire Marshal's Office as required.

**ASSISTANT INSTRUCTOR/EVALUATOR  
FIRE INSTRUCTOR TRACK**

**(A) REQUIREMENTS**

- (1) Have their qualifications reviewed by the Primary Master Instructor prior to assuming any teaching assignment.
  - (a) Assistant Instructors used for an accredited Fire Instructor course shall:
    1. Be a registered Master Instructor.
  - (b) Evaluators used for student demonstrations shall:
    1. Have previously completed Fire Instructor 1A and 1B (cannot be a class member).
- (2) Upon request, the Primary Master Instructor will provide State Fire Training documentation verifying these requirements.

**(B) RESPONSIBILITIES**

- (a) Teach no more than 50% of a course.
  - (b) Administer module quizzes.
  - (c) Administer skills proficiency exams.
- (1) Guest Lecturers, under direct supervision of the Primary Instructor, may:
  - (a) Be utilized for those topics which by experience and education they are qualified.

## INSTRUCTOR ACCOUNTABILITY

### (A) METHOD OF EVALUATING ACCOUNTABILITY

#### (1) Teaching Skills

- (a) Every accredited course shall be evaluated by the students in the class. A written evaluation form is provided at the class, and each student has the opportunity to complete and, if desired, mail it separately to State Fire Training.

Written evaluations are reviewed by State Fire Training staff. Problems or trends are noted and acted on immediately. Average evaluations are filed and utilized to identify trends or continuity of the instructor's classes. Positive evaluations are also noted and may be recognized as deemed appropriate by the OSFM.

- (b) Site visits are conducted by State Fire Training staff and should not be construed as negative contact. There are generally four reasons that site visits are done: 1) quality control, 2) to evaluate an exceptional instructor, 3) to evaluate an instructor who has chronic problems, 4) to ensure that a Primary Instructor or approved assistant is teaching the class. The State Fire Training staff attempts to be accessible for comments or questions about the system. Site visits are a way to make staff accessible to instructors, students or training coordinators statewide.
- (c) Direct written comments/complaints will be handled in the same way as formal written evaluations. Verbal comments/complaints will not be acted on. Verbal complainants will be requested to submit their comments in writing.

### (B) ACTION TO ENSURE ACCOUNTABILITY

Corrective action may be necessary to ensure compliance with the policies of the California State Fire Marshal's Office and to call to the instructor's attention any problems that have arisen during or after a course.

The California State Fire Marshal's Office views this section with seriousness as we realize that revoking an individual's instructor registration has far reaching effects. For that reason, we will afford all rights and privileges that are normally found in an administrative hearing, including appeal rights.

#### (1) Remedial Action

- (a) Corrective comment: This is the least serious in terms of adverse action and will usually be corrected through personal contact, either on the telephone or in person.
- (b) Written comment: This form of comment will serve as documentation in the instructor's file of a policy breach or infraction.
- (c) Multiple written comments may lead to a notice of instructor suspension or revocation.

#### (2) Suspension of Instructor Registration

- (a) Suspension of instructor registration is adverse action that may be heard administratively.
- (b) It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting an accredited course.
- (c) The instructor will receive written notification of the proposed suspension. The notification will include specific details of the policy breaches or other infractions and the penalty proposed. This notification will be made by the Division Chief, State Fire Training.
- (d) The instructor will be given a specified period of time to respond to the notice of suspension in writing. This time will not be less than fourteen (14) calendar days nor more than thirty (30) calendar days.
- (e) Immediate suspension may occur if, in the opinion of the OSFM, that a violation of or a threat to public safety has occurred.

In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in this section (B)(4).

(3) Revocation of Instructor Registration

- (a) Revocation of instructor registration, the most serious form of action, is adverse action that may also be heard administratively.
- (b) It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting an accredited course.
- (c) The instructor will receive written notification of the proposed revocation. The notification will include specific details of the policy breaches or other infractions and the penalty proposed. This notification will be made by the Division Chief, State Fire Training.
- (d) The instructor will be given a specified period of time to respond to the notice of revocation in writing. This time will not be less than fourteen (14) calendar days nor more than thirty (30) calendar days.
- (e) Immediate revocation may occur if, in the opinion of the OSFM, that a violation of or a threat to public safety has occurred.

In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in this section (B)(4).

(4) Appeals Process

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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### (a) Step 1

1. The instructor must submit in writing any and all evidence to support reversing the instructor registration denial.
2. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
3. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.
4. If requested by the instructor in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the instructor, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the instructor so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

5. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the instructor of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the instructor of the effective date of the action, as well as the next level of appeal.

### (f) Step 2

1. Should the instructor desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
2. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

(g) Step 3

1. Should the instructor desire to further appeal, the final level will be to the State Board of Fire Services.
2. The State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.
3. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

4. The decision of the State Board of Fire Services will be considered final and binding.

(4) Reinstatement

Reinstatement as a Primary Instructor can be achieved by:

- (a) Meeting all terms of disciplinary action.
- (b) Reapplying for instructor registration.
- (c) Meeting all current instructor requirements.

(5) Denial of Instructor Registration

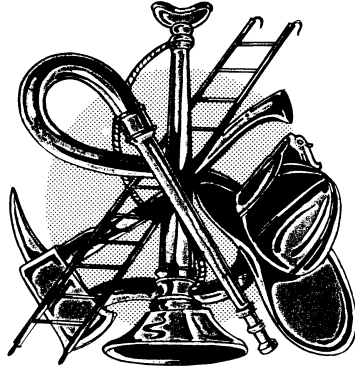
- (a) Denial of instructor registration is adverse action that may be heard administratively.
- (b) It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.
- (c) The appeal process will be the same as (B)(4)(a) of this section.
- (d) The appeal is actionable only if all other instructor requirements are fulfilled and the only issue is the documented evidence as stated in (B)(6)(b) above.



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# STATE FIRE TRAINING POLICIES & PROCEDURES



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## Fire Service Training & Education Program (FSTEP)

## **FIRE SERVICE TRAINING AND EDUCATION PROGRAM FSTEP**

### **(A) PROGRAM OVERVIEW**

The Fire Service Training Education Program, or FSTEP, is the term used for the training programs available from State Fire Training that do **NOT** lead toward certification. In addition to the traditional FSTEP courses, Rescue Systems, Incident Command System, and Emergency Care of the Sick and Injured are included under the FSTEP umbrella.

The courses vary in length, ranging from self-study programs for some of the ICS courses to 40 hours for Rescue Systems training. Several courses are supported by Instructor Guides and Student Manuals while others are supported only with instructor guides or course outlines. All courses are taught by registered FSTEP Instructors.

### **(B) FSTEP**

The California State Fire Marshal is charged under Article 4 of the Health and Safety Code (state law) titled California Fire Service Training and Education Program (FSTEP) to make available fire service training and education programs, including use of heavy rescue equipment, on a voluntary basis to fire departments that rely extensively on volunteers.

The FSTEP series is designed to provide volunteer and paid fire fighters with hands-on training in specialized areas of fire fighting, such as auto extrication, water rescue, emergency vehicle operations, and pump operations. The courses are designed to assist local fire agencies meet their specific training needs.

Course outlines are provided to registered FSTEP Instructors who "custom design" the course to meet the needs and resources of the agency requiring the training. Upon completion of the training, students receive a course completion certificate from the instructor. FSTEP courses are not applicable to certification.

### **(C) ICS**

The Incident Command System (ICS) is an all-risk system designed to be used in response to emergencies caused by fires, floods, earthquakes, hurricanes, tornados, tidal waves, riots, spills of hazardous materials and other natural or human-caused incidents.

The system is an on-scene management structure for responses by a single jurisdiction/single agency, single jurisdiction/multi-agency, or multi-jurisdiction/multi-agency. It includes operating requirements, interactive components, and procedures for organizing and operating the system.

The courses have been developed by Fire Fighting Resources of California Organized for Potential Emergencies (FIREScope).

(D) RESCUE SYSTEMS

Rescue Systems is designed to assist fire service and other disaster recovery personnel with comprehensive training in current rescue techniques and tools. The course stresses the importance of a systems approach to rescue situations by introducing techniques that may be components of a more complex system. Rescue Systems training is intended to be utilized in any rescue that requires more equipment and personnel than what the initial emergency responder can provide.

(E) EMERGENCY CARE OF THE SICK AND INJURED

This 45-hour "First Responder" course involves technical and manipulative training in emergency care procedures and meets the minimum state requirements for first aid and CPR for public safety employees. Topics include: Examining the victim; observing surroundings; determining case history; maintaining an airway; performing resuscitation and cardiopulmonary resuscitation; controlling bleeding; treating cerebrovascular injuries; treating shock; treating seizures; childbirth; performing manual lifts and carries; and improvising and providing for transportation.

(F) NFA HAND-OFF COURSES

## NONCERTIFICATION CLASSES

### (A) OVERVIEW

There are five categories of NONCERTIFICATION classes: 1) FSTEP; 2) ICS; 3) Rescue Systems; 4) Emergency Care; and 5) NFA. These courses are delivered regionally by registered FSTEP Instructors through local fire agencies.

### (B) FSTEP COURSES

There are currently 24 courses:

- (1) Fire Control 1 - Basic Fire Chemistry
- (2) Fire Control 2 - Basic Operations - Structural
- (3) Fire Control 3 - Structural Fire Fighting
- (4) Fire Control 4 - Oil and Gas Fire Fighting
- (5) Fire Control 4A- Flammable Gas (Propane)
- (6) Fire Control 4B- Flammable Liquids
- (7) Fire Control 5 - Aircraft Rescue and Fire Fighting
- (8) Fire Control 6 - Wildland Fire Fighting Essentials
- (9) Fire Control 7 - Wildland Fire Fighting
- (10) Auto Extrication
- (11) Basic Emergency Vehicle Operations
- (12) Basic Pump Operations
- (13) Confined Space Awareness
- (14) Confined Space Rescue Technician
- (15) Hazmat First Responder (Awareness Level)
- (16) Hazmat First Responder (Operations Level)
- (17) Hazmat First Responder Operational, Decontamination
- (18) Low Angle Rescue
- (19) Managing a Fire Service Fitness Program
- (20) Personal Watercraft Operations/Rescue
- (21) Prevention & Suppression of Scrap Tire Fires
- (22) River and Flood Water Rescue
- (23) Specialized Apparatus
- (24) Trench Rescue

(C) ICS

There are 6 Incident Command System modules:

- (1) I-100 Introduction to ICS
- (2) I-200 Basic ICS
- (3) I-300 Intermediate ICS
- (4) I-400 Advanced ICS
- (5) I-401 Multiagency Coordination
- (6) I-402 ICS for Executives

And there are 6 Skills Position Training courses:

- (1) S-236 Staging Area Manager (Self-Study)
- (2) S-334 Strike Team Leader
- (3) S-339 Division/Group Supervisor
- (4) S-400 Incident Commander
- (5) S-401 Safety Officer
- (6) S-430 Operations Section Chief

(D) RESCUE SYSTEMS

There are currently 2 courses:

- (1) Rescue Systems 1 Basic Rescue Skills
- (2) Rescue Systems 2 Advanced Rescue Skills

(E) EMERGENCY CARE

There is currently 1 course:

- (1) Emergency Care of the Sick and Injured

(F) NFA HAND-OFF COURSES

There are currently 15 courses:

- (1) Building Construction for Fire Suppression Forces (Noncombustibles and Fire Resistive Construction)
- (2) Building Construction for Fire Suppression Forces (Principles of Wood and Ordinary Construction)
- (3) Commanding the Initial Response
- (4) Conducting Basic Fire Inspections
- (5) Fire and Arson Detection
- (6) Fire Fighter Safety and Survival
- (7) Fire Service Supervision (Increasing Personal Effectiveness)
- (8) Fire Service Supervision (Increasing Team Effectiveness)
- (9) Haz Mat Incident Analysis
- (10) Haz Mat/The Pesticide Challenge
- (11) Incident Command System
- (12) Instructional Techniques for Company Officers
- (13) Preparing for Incident Command
- (14) Public Fire Education Planning
- (15) Volunteer Fire Service Management

**COURSE SET UP AND RETURN**

(A) INSTRUCTIONS

FSTEP offers many regional courses as indicated in the previous pages. Each of these courses may be approved by State Fire Training for regional delivery providing the following requirements are met:

- (1) Submit a completed "Request For Course Scheduling" form to State Fire Training at least **six weeks prior** to the starting date of the course.
- (2) Regional courses will not be recognized unless properly approved by State Fire Training. Approval will not be granted after the fact. State Fire Training approval must be obtained prior to beginning the course.
- (3) Advertisements for properly accredited courses may use the following statement:

"Approved by the California State Fire Marshal's Office"

- (4) At the conclusion of the course, all materials must be **MAILED** via **US POST OFFICE** to CDF/State Fire Training. This package should include where applicable:

- (a) Completed INSTRUCTOR CHECKLIST

- Copy of **INVOICE** form
- Completed **ROSTER**
- Unused **CERTIFICATES**

- (b) PAYMENT enclosed

WITHIN **TWO WEEKS** FROM ENDING DATE OF THE CLASS,  
MAIL ALL MATERIALS VIA **US POST OFFICE** TO:

CDF/State Fire Training ATTN: Cashier P.O. Box 944246 Sacramento, CA 94244-2460
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**REMINDER: PAYMENT MUST ACCOMPANY THE ROSTER**

**COURSE FEE REMITTANCE**

(A) OVERVIEW

All fees for course registration collected during a course must be made payable to the Primary Instructor or host agency. The Primary Instructor or host agency must submit one check to State Fire Training for all fees due.

- (1) Primary Instructor or host agency must submit one check with all unused certificates and course rosters within two weeks of course completion as indicated in the FSTEP letter, unless other prior written arrangements have been established.
  - (a) Those instructors who fail to return their course rosters and fees within the two week time-frame will receive a notice from the California State Fire Marshal's office reminding them of their obligation and advising the instructor that future classes he/she requests to teach will not be accredited until all materials and monies are submitted for their current outstanding class.
  - (b) A second notice will be sent out two weeks later and failure to respond to these two notices will result in revoking that individuals instructor registration.
  - (c) In order to reinstate, the instructor must re-apply for instructor registration.



**PEER ASSESSMENT FOR CREDENTIAL EVALUATION  
(PACE II)**

**(A) COMMITTEE GOAL**

To enhance the professional credibility of fire service personnel registered to instruct certified and noncertified courses adopted by the California State Fire Marshal (OSFM) and the State Board of Fire Services (SBFS).

**(B) COMMITTEE ROLE**

To perform an audit of all applications for instructor registration; to include course records, certificates, resumes, correspondence and other communications relative to individual requests for instructor registration.

Committee members are expected to maintain confidentiality and respect the rights of privacy for those applications reviewed. Failure to maintain confidentiality by any committee member will be cause for terminating committee membership.

**(C) COMMITTEE MEMBERSHIP**

- (1) Members of the PACE II committee will be appointed by the committee chair for a two-year term.
- (2) The committee chair will be a representative from State Fire Training unless otherwise specified.
- (3) The committee will be comprised of Fire Chiefs; Training Officers; Registered Master Instructors; representatives of the Community College system; and other interested fire service personnel.
- (4) Technical advisors may be appointed by State Fire Training based on a specific need, and will serve as nonvoting members of the committee.

**(D) ORGANIZATIONAL STRUCTURE**

The chair shall forward results of audits directly to the State Fire Marshal.

**(E) MEETINGS**

Meetings will be scheduled quarterly, and will alternate locations from north to south of the state. When conducted in the north it will be at the OSFM facility in Sacramento. When conducted in the south, it will be at different locations.

(F) COMMITTEE PROTOCOL

- (1) State Fire Training staff shall assemble and organize applications and records for review.
- (2) If the application is complete and approved, a letter from the State Fire Marshal will be mailed within five (5) working days of the PACE II meeting. The applicant will then be formally recorded as a Registered Instructor with OSFM.
- (3) If the application is incomplete, State Fire Training staff will return a check-off sheet indicating what documentation is lacking within five (5) working days of the PACE II meeting.

(G) RESPONSIBILITY OF THE CHAIR

Interpretation decisions are the purview of the chair. The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the State Fire Marshal for resolution.

(H) APPEALS

Appeals relative to denial of eligibility for instructor registration may be made utilizing the following procedures:

- (1) Appeals shall be in writing, directed to the Deputy Chief of State Fire Training no later than 30 days after notification of initial review and denial. Appeals must contain (at a minimum) a description of the reason/circumstance leading to the appeal, supporting documentation and the desired outcome.
- (2) The Deputy Chief of State Fire Training shall render his/her decision in writing within 30 days of receipt of appeal.
- (3) The applicant may appeal the decision of the Deputy Chief of State Fire Training by writing to the State Fire Marshal within 30 days after notification of the Deputy Chief's finding.
- (4) The OSFM shall render his/her decision within 30 days of receipt of appeal.
- (5) The decision of the OSFM shall be final.

## FSTEP INSTRUCTOR

### (A) REQUIREMENTS

Fire service personnel may qualify to teach one or more of the following approved regional FSTEP courses:

Fire Control 1 - Basic Fire Chemistry  
Fire Control 2 - Basic Operations -  
\*Fire Control 3 - Structural Fire Fighting  
\*Fire Control 4 - Oil & Gas Fire Fighting  
\*Fire Control 4A- Flammable Gas  
(Propane)  
\*Fire Control 4B- Flammable Liquids  
\*Fire Control 5 - Aircraft Rescue & Fire  
Fighting  
Fire Control 6 - Wildland Fire Fighting  
Essentials  
\*Fire Control 7 - Wildland Fire Fighting  
Auto Extrication  
Basic Emergency Vehicle Operations  
Basic Pump Operations  
Confined Space Awareness  
Emergency Response for Electric Vehicles  
Hazmat First Responder (Operations Level)  
Hazmat First Responder (Decontamination)  
Managing a Fire Service Fitness Program  
Personal Watercraft Operations/Rescue  
Prevention & Suppression of Scrap Tire Piles  
River & Flood Water Rescue  
Specialized Apparatus  
Trench Rescue

Building Construction for Fire Suppression  
Forces (*Noncombustibles and Fire  
Resistive Construction*)  
Building Construction for Fire Suppression  
Forces (*Principles of Wood and Ordinary  
Construction*)  
Commanding the Initial Response  
Conducting Basic Fire Inspections  
Fire and Arson Detection  
Fire Fighter Safety and Survival  
Fire Service Supervision (*Increasing Personal  
Effectiveness*)  
Fire Service Supervision (*Increasing Team  
Effectiveness*)  
Haz Mat Incident Analysis  
Haz Mat/The Pesticide Challenge  
Incident Command System  
Instructional Techniques for Company  
Officers  
Preparing for Incident Command  
Public Fire Education Planning  
Volunteer Fire Service Management

\* ***These courses must also have a Senior Instructor and a Primary Instructor.***

(1) To qualify as a FSTEP Instructor, applicant shall satisfy the following criteria:

(a) Instructor Training (any one of the following five options)

1. Completed Fire Instructor 1A and 1B
2. Have a valid Community College teaching credential
3. Completed the UC/CSU 60-hour Techniques of Teaching course
4. Completed the NFA's Fire Service Instructional Methodology course
5. Completed four semester units of upper division credit in educational materials, methods and curriculum development

(b) Occupational Experience

Have a minimum of 2 years subject-matter experience or training.

(2) Registration Process

(a) Resume Evaluation

Submit a complete application package for review that includes all of the following:

1. Application for registration form
2. Up-to-date resume of education, position/rank, and experience
3. Verification of instructor training
4. Verification of occupational experience

(b) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

1. Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.
2. If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of an OSFM instructor, approval may be denied.

(3) Denial of Instructor Registration

(a) Denial of instructor registration is adverse action that may be heard administratively.

(b) It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.

(4) Appeal Process

(a) Step 1

1. The applicant must submit in writing any and all evidence to support reversing the instructor registration denial.
2. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
3. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.
4. If requested by the applicant in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the applicant, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the applicant

so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

5. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the applicant of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the applicant of the effective date of the action, as well as the next level of appeal.

(b) Step 2

1. Should the applicant desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
2. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

(c) Step 3

1. Should the applicant desire to further appeal, the final level will be to the State Board of Fire Services.
2. The State Fire Marshal will agendaize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.
3. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

4. The decision of the State Board of Fire Services will be considered final and binding.

(B) RESPONSIBILITIES

(1) Course

- (a) Ensuring all objectives of the course curriculum are met.
- (b) Teaching at least 50% of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.
  - 1. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and that Primary Instructor must teach at least 50% of that shift's course schedule.
  - 2. A Primary Instructor may be assigned to more than one (1) shift.
- (c) Ensuring all administrative requirements are completed in accordance with printed guidelines. Including but not limited to where applicable:
  - 1. Request for Course Scheduling
  - 2. Assistant instructor identification and qualifications
  - 3. Return, within two weeks of course completion, all student materials.
- (d) Record keeping where applicable
  - 1. Daily attendance records
  - 2. Student progress chart
  - 3. Student assignment records
  - 4. Calendar of events identifying use of all assistant instructors and guest lecturers
- (e) Maintaining all class records, including items (d)1 - (d)4 above, for a minimum of five (5) years
  - 1. The OSFM may request, at any time, the Primary Instructor to submit these records for review.
  - 2. Failure to comply shall result in disciplinary action.
- (f) Administering certification exams including retakes and make-ups.

(2) Assistant Instructors

- (a) Supervise Assistant Instructor's presentation of the course.

(3) Guest Lecturers

- (a) Attending and monitoring Guest Lecturer's presentation.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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### (C) MAINTENANCE

- (1) To maintain instructor registration, an instructor shall:
  - (a) Submit to State Fire Training any change of department/home address or phone number.
  - (b) Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

**CONFINED SPACE RESCUE OPERATIONS INSTRUCTOR**

**(A) REQUIREMENTS**

Fire service personnel may qualify to teach the Confined Space Rescue Operations course. This course must also have a Senior Instructor.

(1) To qualify as a Confined Space Rescue Operations Instructor, applicant shall satisfy the following criteria:

(a) Instructor Training (any one of the following five options)

1. Completed Fire Instructor 1A and 1B
2. Have a valid Community College teaching credential
3. Completed the UC/CSU 60-hour Techniques of Teaching course
4. Completed the NFA's Fire Service Instructional Methodology course
5. Completed four semester units of upper division credit in educational materials, methods and curriculum development

(b) Course Work

1. Have attended and passed a CSFM Rescue Systems 1 course AND
2. Have attended and passed a CSFM Confined Space Rescue Awareness course.

(c) Occupational Experience

Have a minimum of 3 years subject-matter experience in the field of rescue. *Such as being a member of a particular rescue team.*

(d) Train-the-Trainer

Completed a CSFM Confined Space Rescue Operations Train-the-Trainer course.

(e) Teaching Experience

Completed at least 80 hours of instruction in a fire service or rescue operations related course(s).



(2) Registration Process

(a) Resume Evaluation

Submit a complete application package for review that includes all of the following:

1. Application for registration form
2. Up-to-date resume of education, position/rank, and experience
3. Verification of instructor training
4. Verification of course work
5. Verification of occupational experience
6. Verification of the train-the-trainer course
7. Verification of teaching experience

- (b) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

(B) RESPONSIBILITIES

(1) Course

- (a) Ensuring all objectives of the course curriculum are met.

- (b) Teaching at least 50% of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.

1. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and that Primary Instructor must teach at least 50% of that shift's course schedule.
2. A Primary Instructor may be assigned to more than one (1) shift.

- (c) Ensuring all administrative requirements are completed in accordance with printed guidelines. Including but not limited to where applicable:

1. Request for Course Scheduling
2. Assistant instructor identification and qualifications
3. Return, within two weeks of course completion, all student materials.

- (d) Record keeping where applicable

1. Daily attendance records
2. Student progress chart
3. Student assignment records
4. Calendar of events identifying use of all assistant instructors and guest lecturers

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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- (e) Maintaining all class records, including items (d)1 - (d)4 above, for a minimum of five (5) years

- 1. The CSFM may request, at any time, the Primary Instructor to submit these records for review.
  - 2. Failure to comply shall result in disciplinary action.

- (f) Administering certification exams including retakes and make-ups.

- (2) Assistant Instructors

- (a) Supervise Assistant Instructor's presentation of the course.

- (3) Guest Lecturers

- (a) Attending and monitoring Guest Lecturer's presentation.

- (C) MAINTENANCE

- (1) To maintain instructor registration, an instructor shall:

- (a) Submit to State Fire Training any change of department/home address or phone number.
    - (b) Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

**CONFINED SPACE RESCUE OPERATIONS SENIOR INSTRUCTOR**

**(A) REQUIREMENTS**

Confined Space Rescue Operations Senior Instructors serve as the overall coordinator for Confined Space Rescue Operations class. The Senior Instructor is responsible for the overall safety of the class by supervising and providing guidance to other Confined Space Rescue Operations instructors during their delivery of the curriculum. Senior Instructors observe actual teaching techniques and provide written evaluations of Confined Space Rescue Operations instructors.

(1) To qualify as a Confined Space Rescue Operations Senior Instructor, applicant shall satisfy the following criteria:

(a) Currently registered as a CSFM Confined Space Rescue Operations Instructor

(b) Teaching Experience

1. Completed at least 80 hours of Confined Space Rescue Operations instruction.
2. Received two (2) written evaluations from a Confined Space Rescue Operations Senior Instructor who has observed actual teaching techniques and Confined Space Rescue Operations delivery.

(2) Registration Process

(a) Resume Evaluation

Submit a complete application package for review that includes all of the following:

1. Application for registration form
2. Up-to-date resume of education, position/rank, and experience
3. Verification letter from State Fire Training as a CSR Ops instructor
4. Verification of teaching experience
5. Copies of written evaluations

(b) Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

**(B) RESPONSIBILITIES**

- (1) Ensuring all objectives of the course curriculum are met.
- (2) Ensuring the safety of all class participants and instructors.
- (3) Teaching no more than 20% of the course.
- (4) Ensuring all administrative requirements are completed in accordance with printed guidelines.
- (5) Supervising FSTEP instructors teaching the class.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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- (6) Proctoring any performance exams when utilized.

### (C) MAINTENANCE

- (1) Submit to State Fire Training any change of department/home address or phone number.
- (2) Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

**CONFINED SPACE RESCUE OPERATIONS  
TRAINING SITE GUIDELINES**

**(A) OVERVIEW**

This class is an intensive course of instruction in identifying permit and non-permit required confined spaces, the hazards associated with confined spaces, target industries and hazards, state and federal regulations, components of a rescue operation and roles and responsibilities.

Participants will perform entries and rescues in vertical and horizontal environments using atmospheric monitoring equipment, ventilation equipment, respiratory protection equipment and numerous other tools used in confined space rescue applications. Each student shall acquire the understanding, knowledge, and skills necessary to perform the duties required for confined space entry.

**(B) PURPOSE**

An approved Confined Space Rescue Operations training site is a training center whose props and related resources are of adequate size, type, and quantity to fully support the technical and manipulative skills required to deliver the Confined Space Rescue Operations curriculum.

**1. Goals**

- a. Set minimum performance training objectives for Confined Space Rescue Operations programs
- b. Identify those performance objectives a Confined Space Rescue Operations training site must be capable of supporting
- c. Provide the means to ensure proper curriculum delivery

**2 Performance Objectives**

- a. Provide a classroom of adequate size and capability (audio/visual aids) to support technical skills training
- b. Provide an instructor/student ratio of one(1) to eight(8) that includes one(1) senior instructor and other registered instructors
- c. Training sites need to provide the following actional or representative confined spaces

**1) Vertical Entry**

Above ground tanks with vertical (top) entries through portals of 18" to 30", an horizontal (side) entries through portals of 18" to 30"

**2) HORIZONTAL ENTRY**

While below ground vaults are preferred, it will be acceptable to place vaults at ground level and provide platforms to simulate the ground level for placing tripods or other equipment on. Vertical drop from the entry point shall be no less than 8'. With a congestive internal configuration

**2) Tapered Cross Section**

One prop shall be provided that provides an internal configuration of inwardly converging walls or a floor which slopes downward and tapers to a smaller cross-section. Entry into this prop shall be vertical or horizontal but must be above the section which tapers downward.

**3) In Pipe Rescue**

Below grade or above ground pipes between 18" to 30" in diameter. Minimum of 25' of continuous pipe shall be provided with at least one 45 degree or 90 degree bend.

NOTE: At least one of the above listed spaces shall have a round or oval portal less than 24". The other portal shall be greater than 24" of any configuration.

NOTE: One or more of the above listed spaces shall include a lock-out/tag-out evolution.

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S T A T E FIRE TRAINING POLICIES AND PROCEDURES

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1. Required Equipment List

The following is a list of the minimum equipment that will be needed to start up a Confined Space Rescue Operations - Technical Level training program. Recommended that scenarios be limited to 8-12 students. \* As the class size increases, the number of available spaces and amount of equipment must increase. Refer to ENDNOTES page

Description	12 students-one scenario at a time	Each additional scenario to run concurrently
Generator with extra fuel can <sup>1</sup>	1	*
12/3 extension cords <sup>2</sup>	2	*
Atmospheric monitors <sup>3</sup>	2	2
Ventilation fans with two(2) ducts each <sup>4</sup>	2	2
Saddle vent	1	*
90 degree elbow for duct	1	*
SCBA's <sup>5</sup>	2	*
Supplied air systems <sup>6</sup>	2	* <sup>7</sup>
Airlines	750' <sup>8</sup>	* <sup>9</sup>
Supplied air respirators with escape bottles	4	* <sup>10</sup>
Victim respirator <sup>11</sup>	1	1
Hardline communication system <sup>12</sup>	1	* <sup>13</sup>
Commercially available 10' tripod <sup>14</sup>	1	* <sup>15</sup>
Commercially available cable winch	1	16
Sked stretcher	1	* <sup>17</sup>
Backboard	1	* <sup>18</sup>
LSP Half Back	1	* <sup>19</sup>
Spreader bar	1	*
Basket stretcher with pre-rig	1	N/A
Wristlets	1 set	N/A
Commercially available industrial harness	1	*
Class III harnesses	4	4
Cap lamps	4	4
Personal alert devices	4	4

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STATE FIRE TRAINING POLICIES AND PROCEDURES

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Description	12 students-one scenario at a time	Each additional scenario to run concurrently
Knee pads and elbow roller	4 sets	4 sets
Roof roller or edge roller	1	*
Edge pads	3	*
Pulleys, 2"-4"	6	*
Double sheave pulleys	2	*
Brake bar rack	1	*
Figure eight descender	1	*
150', ½" lo-stretch kernmantle ropes with rope bags <sup>20</sup>	3	*
8mm tag line	1	*
8mm prusik loops	10	*
1" webbing, 7'	12	*
1" webbing, 12'	12	*
1" webbing, 15'	12	*
1" webbing, 20'	12	*
X-large steel locking carabiners	2	*
Large steel locking carabiners	25	*
Standard aluminum locking carabiners	25	*
Roof ladders, 14'	2	N/A
Mask cleaning materials (disinfectant, buckets, towels, etc)	N/A	N/A
Clipboard	1	1
Sample entry permit forms for each scenario	1	1
Electrical boxes, valves, and switches as needed to simulate the need for lock/tag out at the scenario	N/A	N/A



(2) HOW TO OBTAIN A SITE APPROVAL

This course may be accredited by State Fire Training for regional delivery providing the following requirements are met.

2. Site Evaluation Form

- a. To be completed by a registered Confined Space Rescue Operations Senior Instructor with the aide of photos or by an on-site inspection.

- 1) Mail completed form to State Fire Training

3. Equipment List

- a. The registered Confined Space Rescue Operations Senior Instructor is responsible for having the required equipment to support the amount of student and props scenerios.

4. Site Status

- a. Within 30 days after your request for site approval, you will be notified in writing informing you of site status (approved or pending).

- 1) Approved Sites

- a) After your site has been approved, you may then submit a “Request for Course Scheduling” form to State Fire Training. This form must be submitted at least six weeks prior to the starting date of the course.

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STATE FIRE TRAINING POLICIES AND PROCEDURES

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CONFINED SPACE RESCUE OPERATIONS - SITE EVALUATION

SITE LOCATION \_\_\_\_\_

EVALUATOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE OF EVALUATION \_\_\_\_\_

CONFINED SPACES	DESCRIPTION	YES	NO
Vertical Entry	Above ground tanks with vertical (top) entries through portals of 18" to 30", and horizontal (side) entries through portals of 18" to 30"		
	<input type="checkbox"/> ON-SITE <input type="checkbox"/> OFF-SITE    NAME OF LOCATION: _____		
Horizontal Entry	Low grade vaults with vertical (top) entry portals between 18" to 30". Portal covers shall have weep holes.  (Note: While below ground vaults are preferred, it will be acceptable to place vaults at ground level and provide platforms to simulate the ground level for placing tripods or other equipment on. Vertical drop from the entry point shall be no less than 8'.)		
	<input type="checkbox"/> ON-SITE <input type="checkbox"/> OFF-SITE    NAME OF LOCATION: _____		
Tapered Cross Section	One prop shall be provided that provides an internal configuration of inwardly converging walls or a floor which slopes downward and tapers to a smaller cross-section. Entry into this prop shall be vertical or horizontal but must be above the section which tapers downward		
	<input type="checkbox"/> ON-SITE <input type="checkbox"/> OFF-SITE    NAME OF LOCATION: _____		
In Pipe Rescue	Below grade or above ground pipes between 18" to 30" in diameter. minimum of 25' of continuous pipe shall be provided with at least one 45 degree or 90 degree bend		
	<input type="checkbox"/> ON-SITE <input type="checkbox"/> OFF-SITE    NAME OF LOCATION: _____		
NOTE: At least one of the above listed spaces shall have a round or oval portal less than 24". The other portal shall be greater than 24" of any configuration.			
NOTE: One or more of the props must include a lock-out/tag-out evolution.			

Evaluator Comments: \_\_\_\_\_

☐ APPROVED SIGNATURE OF EVALUATOR \_\_\_\_\_

☐ PENDING DATE \_\_\_\_\_

ENDNOTES

## ICS INSTRUCTOR

### (A) REQUIREMENTS

Fire service personnel may qualify to teach one or more of the following approved regional ICS courses:

#### Incident Command System Courses

I-100 Introduction to ICS  
I-200 Basic ICS  
I-300 Intermediate ICS  
I-400 Advanced ICS  
I-401 Multiagency Coordination  
I-402 ICS for Executives

#### Skills Position Training Courses

S-236 Staging Area Manager  
S-334 Strike Team Leader  
S-339 Division/Group Supervisor  
S-400 Incident Commander  
S-401 Safety Officer  
S-430 Operations Sections Chief

(a) To qualify as an ICS Instructor, applicant shall satisfy the following criteria:

1. Instructor Training (any one of the following five options)

- a. Completed Fire Instructor 1A and 1B
- b. Have a valid Community College teaching credential
- c. Completed the UC/CSU 60-hour Techniques of Teaching course
- d. Completed the NFA's Fire Service Instructional Methodology course
- e. Completed four semester units of upper division credit in educational materials, methods and curriculum development

2. Course Work

Have attended and passed any ICS course(s) you wish to teach.

3. Occupational Experience

Appointed to the rank of suppression officer and have a minimum of three (3) years qualifying experience in the area you wish to teach, including having held the ICS position or participated in developing/revising the course.

Levels 100/200 Courses	=	Performed at the First-line Supervisor level (Company Officer, Single Resource Boss, etc.)
Level 300 Courses	=	Performed at the Unit Leader level (Resource Unit Leader, Supply Unit Leader, Division Group Supervision, etc.)
Level 400 Courses	=	Performed at the Section Chief level (Operation Section Chief, etc.)
Level 401 Courses	=	Performed as Agency Representative to a MACS operation, EOC, Department Operating Center or equivalent
Level 402 Courses	=	Must be at the executive and policy-making level

(b) Registration Process

1. Resume Evaluation

Submit a complete application package for review that includes all of the following:

- a. Application for registration form
- b. Up-to-date resume of education, position/rank, and experience
- c. Verification of instructor training
- d. Verification of course work
- e. Verification of occupational experience

2. Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

- a. Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.
- b. If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of an OSFM instructor, approval may be denied.

(c) Denial of Instructor Registration

- 1. Denial of instructor registration is adverse action that may be heard administratively.
- 2. It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.

(d) Appeal Process

1. Step 1

- a. The applicant must submit in writing any and all evidence to support reversing the instructor registration denial.
- b. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
- c. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.
- d. If requested by the applicant in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the applicant, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the applicant so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

- e. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the applicant of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the applicant of the effective date of the action, as well as the next level of appeal.

2. Step 2

- a. Should the applicant desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
- b. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

3. Step 3

- a. Should the applicant desire to further appeal, the final level will be to the State Board of Fire Services.
- b. The State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.
- c. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

- d. The decision of the State Board of Fire Services will be considered final and binding.

(B) RESPONSIBILITIES

(a) Course

- 1. Ensuring all objectives of the course curriculum are met.
- 2. Teaching at least 50% of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.
  - a. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and that Primary Instructor must teach at least 50% of that shift's course schedule.
  - b. A Primary Instructor may be assigned to more than one (1) shift.

3. Ensuring all administrative requirements are completed in accordance with printed guidelines. Including but not limited to where applicable:
  4. Request for Course Scheduling
  5. Assistant instructor identification and qualifications
  6. Return, within two weeks of course completion, all student materials.

(b) Record keeping where applicable

1. Daily attendance records
  2. Student progress chart
  3. Student assignment records
  4. Calendar of events identifying use of all assistant instructors and guest lecturers
5. Maintaining all class records, including items (d)1 - (d)4 above, for a minimum of five (5) years
6. The OSFM may request, at any time, the Primary Instructor to submit these records for review.
    - a. Failure to comply shall result in disciplinary action.
7. Administering certification exams including retakes and make-ups.

(c) Assistant Instructors

1. Supervise Assistant Instructor's presentation of the course.

(d) Guest Lecturers

1. Attending and monitoring Guest Lecturer's presentation.

(C) MAINTENANCE

(a) To maintain instructor registration, an instructor shall:

1. Submit to State Fire Training any change of department/home address or phone number.
  2. Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

## **RESCUE SYSTEMS 1 INSTRUCTOR**

### **(A) REQUIREMENTS**

Fire service personnel may qualify to teach the Rescue Systems 1 course. This course must also have a Senior Instructor. If course is taught within own department, a senior instructor is not needed.

(1) To qualify as a Rescue Systems Instructor, applicant shall satisfy the following criteria:

(a) Instructor Training (any one of the following five options)

1. Completed Fire Instructor 1A and 1B
2. Have a valid Community College teaching credential
3. Completed the UC/CSU 60-hour Techniques of Teaching course
4. Completed the NFA's Fire Service Instructional Methodology course
5. Completed four semester units of upper division credit in educational materials, methods and curriculum development

(b) Course Work

1. Have attended and passed ICS 200.
2. Have attended and passed the Rescue Systems 1 course.

© Occupational Experience

1. Must submit completed Task Book with Fire Chief's signature

Have a minimum of 2 years subject-matter experience or training.

(2) Registration Process

(a) Resume Evaluation

Submit a complete application package for review that includes all of the following:

1. Application for registration form
2. Up-to-date resume of education, position/rank, and experience
3. Verification of instructor training
4. Verification of course work
5. Verification of occupational experience (submit completed Task Book)

(b). Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.

1. Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.



2. If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of an OSFM instructor, approval may be denied.

(3) Denial of Instructor Registration

- (a) Denial of instructor registration is adverse action that may be heard administratively.
- (b) It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.

(4) Appeal Process

(a) Step 1

1. The applicant must submit in writing any and all evidence to support reversing the instructor registration denial.
2. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
3. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.
4. If requested by the applicant in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the applicant, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the applicant so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

5. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the applicant of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the applicant of the effective date of the action, as well as the next level of appeal.

(b) Step 2

1. Should the applicant desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
2. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

© Step 3

1. Should the applicant desire to further appeal, the final level will be to the State Board of Fire Services.
2. The State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.
3. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

4. The decision of the State Board of Fire Services will be considered final and binding.

(B) RESPONSIBILITIES

1. Committed to participate as a member of the PACE II Committee, which meets quarterly each year.

2. Course

- (a) Ensuring all objectives of the course curriculum are met.

- (b) Teach one or more of the modules.

- © Ensuring all administrative requirements are completed in accordance with printed guidelines. Including but not limited to where applicable:

1. Request for Course Scheduling
      2. Assistant instructor identification and qualifications
      3. Return, within two weeks of course completion, all student materials.

- (d) Record keeping where applicable

1. Daily attendance records
      2. Student progress chart
      3. Student assignment records
      4. Calendar of events identifying instructors, assistant instructors and guest lecturers and assignments

- (e) Maintaining all class records, including items (d)1 - (d)4 above, for a minimum of five (5) years

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## S T A T E FIRE TRAINING POLICIES AND PROCEDURES

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1. The OSFM may request, at any time, the Primary Instructor to submit these records for review.

2. Failure to comply shall result in disciplinary action.

(2) Assistant Instructors

(a) Supervise Assistant Instructor's presentation of the course.

(3) Guest Lecturers

(a) Attending and monitoring Guest Lecturer's presentation.

(C) MAINTENANCE

(1) To maintain instructor registration, an instructor shall:

(a) Must maintain current instructor capabilities and submit documentation of courses or modules taught every two years.

(b) Submit to State Fire Training any change of department/home address or phone number.

© Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

## **FSTEP SENIOR INSTRUCTORS**

### **(A) REQUIREMENTS**

Fire service personnel may qualify as a FSTEP Senior Instructor for one or more of the following approved regional FSTEP courses:

Fire Control 3	- Structural Fire Fighting
Fire Control 4	- Oil & Gas Fire Fighting
Fire Control 4A&B	- Flammable Gas (Propane) & Liquids
Fire Control 5	- Aircraft Rescue & Fire Fighting
Fire Control 7	- Wildland Fire Fighting
Rescue Systems 1	- Basic Rescue Skills

Senior Instructors serve as the overall coordinator for those classes which deliver "live fire" training exercises. The Senior Instructor is responsible for the overall safety of the class by supervising and providing guidance to other FSTEP instructors during their delivery of the curriculum. Senior Instructors observe actual teaching techniques and provide written evaluations of FSTEP instructors.

(1) To qualify as a FSTEP Senior Instructor, applicant shall satisfy the following criteria:

(a) Instructor Training (any one of the following five options)

1. Completed Fire Instructor 1A and 1B
2. Have a valid Community College teaching credential
3. Completed the UC/CSU 60-hour Techniques of Teaching course
4. Completed the NFA's Fire Service Instructional Methodology course
5. Completed four semester units of upper division credit in educational materials, methods and curriculum development

(b) Occupational Experience

1. Must be a currently registered Rescue Systems 1 instructor
2. Have a minimum of two (2) years subject-matter experience or training

(c) Train-the-Trainer

Completed a OSFM Train-the-Trainer class for each course you wish to teach.

Prospective Senior Instructors shall satisfy all instructor requirements and become registered within 1 year of attending the Train-the-Trainer class.

(d) Teaching Experience

1. Completed at least 80 hours of instruction for each course you wish to teach.
2. Received two (2) written evaluations from a Senior Instructor who has observed actual teaching techniques and subject-matter delivery.

(2) Registration Process

(a) Resume Evaluation

Submit a complete application package for review that includes all of the following:

1. Application for registration form
2. Up-to-date resume of education, position/rank, and experience
3. Verification of instructor training
4. Verification of occupational experience
5. Verification of train-the-trainer class
6. Copies of written evaluations

(b) There are currently two processes for application review which the applicant may choose from. They are as followed:

1. Instructor applications will also be reviewed by Instructor Qualifications Committee which meets semi-annually.
2. Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.
  - Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.
  - If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of an OSFM instructor, approval may be denied.

(3) Denial of Instructor Registration

- (a) Denial of instructor registration is adverse action that may be heard administratively.
- (b) It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.

(4) Appeal Process

(a) Step 1

1. The applicant must submit in writing any and all evidence to support reversing the instructor registration denial.
2. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
3. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.

4. If requested by the applicant in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the applicant, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the applicant so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

5. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the applicant of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the applicant of the effective date of the action, as well as the next level of appeal.

(b) Step 2

1. Should the applicant desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
2. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

(c) Step 3

1. Should the applicant desire to further appeal, the final level will be to the State Board of Fire Services.
2. The State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.
3. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

4. The decision of the State Board of Fire Services will be considered final and binding.

(B) RESPONSIBILITIES

1. Approve Rescue Systems training sites.
2. Provide written evaluations of FSTEP instructors.
3. Ensure all objectives of the course curriculum are met.
4. Ensure the safety of all class participants and instructors.
5. Teach no more than 20% of the course.
6. Ensure all administrative requirements are completed in accordance with printed guidelines.
7. Supervise FSTEP instructors while they are teaching the class.
8. Proctor any performance exams when utilized.
9. Current member of the Accident Review Board.
10. Participate in the review process, PACE II, as a subject matter expert.

(C) MAINTENANCE

1. To maintain Instructor registration, you must submit to State Fire Training verification of subject area involvement by teaching the entire course or modules every two years.
2. Submit to State Fire Training any change of department/home address or phone number.
3. Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

**RESCUE SYSTEMS 1 TRAINING SITES GUIDELINES**

**(A) PURPOSE**

An approved Rescue Systems Training Site, is a training center whose props and related resources are of adequate size, type, and quantity to fully support the technical and manipulative skills required to deliver the Rescue Systems curriculum.

**(1) Goals**

- (a) Set minimum performance training objectives for Rescue Systems training programs.
- (b) Identify those performance objectives a Rescue Systems training site must be capable of supporting.
- (c) Provide the means to ensure proper curriculum delivery.

**(2) Performance Objectives - Rescue Systems 1**

- (a) An approved Rescue Systems 1 training site must provide the following:
  - 1. Provide a classroom of adequate size and capability (audio/visual aids) to support technical skills training.
  - 2. Provide an area of adequate size and capacity for conducting evolutions and static displays. Area should be level and consist of firm yet absorbent ground, capable of supporting large slabs and blocks of concrete weighing at least five hundred (500) pounds.
  - 3. Provide props to support vertical and horizontal safety line/rope evolutions. All securing points shall be permanent.
  - 4. Provide a vertical prop of at least fifty (50) feet in height with permanent anchors mounted to support repelling evolutions.
  - 5. Provide a prop of at least two (2) stories in height with permanent anchors mounted atop, and an area extending from the base of the prop at least one hundred (100) feet to support telfer line evolutions.
  - 6. Provide a structure of sufficient size and appropriate construction with door/window openings, floors, ceilings, and walls to be utilized for constructing building shores. Structure must be at least ninety (90) percent dimensional proportion to current Uniform Building Code standards. Interior finish not required.
    - a. All performance objectives must be utilized for final manipulative evolution.
    - b. All props must be within reasonable proximity of each other.
    - c. Facilities not able to comply with 6.a and 6.b above may petition for an exemption.

**(B) PERMANENT SITE APPROVAL**



(1) Instructions

This course may be accredited by State Fire Training for regional delivery providing the following requirements are met.

(a) Letter of Request for Permanent Site Approval

1. Submit a formal letter to the Chief of State Fire Training requesting permanent site approval.

This letter should describe your site in detail by listing props and how related resources are of adequate size, type, and quantity to fully support the technical and manipulative skills required to deliver a Rescue Systems curriculum. *See Performance Objectives (a) above.* Please provide supporting photographs, overheads, and site plans when available.

2. Within 60 to 90 days after receiving your request for permanent site approval, a site visit will be arranged.
3. When your site is visited, a site evaluation will be completed by our Representative from State Fire Training. The site evaluation will be completed informing you of site status (approved or pending).

(b) Approved Sites

1. After your site has been approved, you may then submit a "Request for Course Scheduling" form to State Fire Training. This form must be submitted at least **six weeks prior** to the starting date of the course.

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STATE FIRE TRAINING POLICIES AND PROCEDURES

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**RESCUE SYSTEMS 1 - SITE EVALUATION**

**RESCUE SYSTEMS 1 - SITE** \_\_\_\_\_

**EVALUATOR** \_\_\_\_\_

**DATE** \_\_\_\_\_

REQUIREMENTS	DESCRIPTION	YES	NO
CLASSROOM	Adequate size		
AUDIO/VISUAL AIDS	Capability		
AREA	Adequate size and capacity for conducting evolutions and static displays		
AREA	<u>Level Ground</u>  <u>Penetrable Ground</u> - capable of supporting large slabs and blocks of concrete weighing at least 500 pounds		
PROPS - Line/Rope	Support vertical and horizontal safety <b>line/rope evolutions; all securing points shall be permanent</b>		
PROPS - Repelling	Vertical prop of at least fifty (50) feet in height <b>with permanent anchors mounted to support repelling evolutions</b>		
PROPS - Telfer Line Evolutions	At least two (2) stories in height with permanent anchors mounted atop, and an area extending from the base of the prop at least one hundred (100) feet to <b>support telfer line evolutions</b>		
STRUCTURE	Sufficient size and appropriate construction with door/window openings, floors, ceilings, and walls to be utilized for constructing building shores. Structure must be at least ninety (90) percent dimensional proportion to current Uniform Building Code Standards.		
OTHER			

COMMENTS:

APPROVED ☐ \_\_\_\_\_

DATE \_\_\_\_\_

PENDING ☐ DATE \_\_\_\_\_

**RESCUE SYSTEMS 2 TRAINING SITES GUIDELINES**

Contact State Fire Training for further information  
(916) 445-8444

**EMERGENCY CARE OF THE SICK & INJURED INSTRUCTOR**

**(A) REQUIREMENTS**

Fire service personnel may qualify to teach this "First Responder" course in emergency medical care.

**(a) To qualify as an Emergency Care of the Sick & Injured Instructor, applicant shall satisfy the following criteria:**

1. Instructor Training (any one of the following five options)
  - a. Completed Fire Instructor 1A and 1B
  - b. Have a valid Community College teaching credential
  - c. Completed the UC/CSU 60-hour Techniques of Teaching course
  - d. Completed the NFA's Fire Service Instructional Methodology course
  - e. Completed four semester units of upper division credit in educational materials, methods and curriculum development
2. Medical Background (any one of the following four options)
  - a. Currently California certified EMT-I, EMT-II, or EMT-P
  - b. Previously California certified EMT-II or EMT-P who decertified in good standing
  - c. Currently certified Advanced First Aid Instructor for the American Red Cross
  - d. Currently California licensed physician, registered nurse, or physician's assistant

3. Occupational Experience

Have a minimum of two (2) years experience in field, clinical, or academic medical emergency care.

**(b) Registration Process**

1. Resume Evaluation

Submit a complete application package for review that includes all of the following:

- a. Application for registration form
  - b. Up-to-date resume of education, position/rank, and experience
  - c. Verification of instructor training
  - d. Verification of medical background
  - e. Verification of occupational experience
2. Instructor applications will be reviewed and approved by the Peer Assessment for Credential Evaluation (PACE II) committee on a quarterly basis.
- a. Any misrepresentation or falsification of information submitted may be grounds for denial of instructor registration.

- b. If, in the judgment of the PACE II committee, the instructor candidate has displayed conduct that does not uphold the values of honesty, integrity, and responsibility expected of an OSFM instructor, approval may be denied.

(c) Denial of Instructor Registration

- 1. Denial of instructor registration is adverse action that may be heard administratively.
- 2. It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.

(d) Appeal Process

1. Step 1

- a. The applicant must submit in writing any and all evidence to support reversing the instructor registration denial.
- b. The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.
- c. The Deputy Director will review submitted materials within seven (7) calendar days of receipt.
- d. If requested by the applicant in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the applicant, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the applicant so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

- e. After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the applicant of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the applicant of the effective date of the action, as well as the next level of appeal.

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## STATE FIRE TRAINING POLICIES AND PROCEDURES

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### 2. Step 2

- a. Should the applicant desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.
- b. The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

### 3. Step 3

- a. Should the applicant desire to further appeal, the final level will be to the State Board of Fire Services.
- b. The State Fire Marshal will agendaize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.
- c. The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

- d. The decision of the State Board of Fire Services will be considered final and binding.

## (B) RESPONSIBILITIES

### (a) Course

1. Ensuring all objectives of the course curriculum are met.
2. Teaching at least 50% of the course. If training is delivered on a "shift" or back-to-back schedule, it is considered more than one (1) course.
  - a. For courses delivered on a "shift" or back-to-back schedule, a Primary Instructor must be assigned to each shift and that Primary Instructor must teach at least 50% of that shift's course schedule.
  - b. A Primary Instructor may be assigned to more than one (1) shift.
3. Ensuring all administrative requirements are completed in accordance with printed guidelines. Including but not limited to where applicable
  4. Request for Course Scheduling
  5. Assistant instructor identification and qualifications
  6. Return, within two weeks of course completion, all student materials.

### (b) Record keeping where applicable

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## S T A T E FIRE TRAINING POLICIES AND PROCEDURES

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1. Daily attendance records
  2. Student progress chart
  3. Student assignment records
  4. Calendar of events identifying use of all assistant instructors and guest lecturers
5. Maintaining all class records, including items (d)1 - (d)4 above, for a minimum of five (5) years
6. The OSFM may request, at any time, the Primary Instructor to submit these records for review.
- a. Failure to comply shall result in disciplinary action.
7. Administering retake, make-up, or any certification exams.
- (c) Assistant Instructors
1. Supervise Assistant Instructor's presentation of the course.
- (d) Guest Lecturers
1. Attending and monitoring Guest Lecturer's presentation.
- (C) MAINTENANCE
- (a) To maintain instructor registration, an instructor shall:
1. Submit to State Fire Training any change of department/home address or phone number.
  2. Agree to comply with all published State Fire Training policies and procedures of the California State Fire Marshal's Office.

### INSTRUCTOR ACCOUNTABILITY

#### (D) METHOD OF EVALUATING ACCOUNTABILITY

##### (a) Teaching Skills

1. Every accredited course shall be evaluated by the students in the class. A written evaluation form is provided at the class, and each student has the opportunity to complete and, if desired, mail it separately to State Fire Training.

Written evaluations are reviewed by State Fire Training staff. Problems or trends are noted and acted on immediately. Average evaluations are filed and utilized to identify trends or continuity of the instructor's classes. Positive evaluations are also noted and may be recognized as deemed appropriate by the OSFM.

2. Site visits are conducted by State Fire Training staff and should not be construed as negative contact. There are generally four reasons that site visits are done: 1) quality control, 2) to evaluate an exceptional instructor, 3) to evaluate an instructor who has chronic problems, 4) to ensure that a Primary Instructor or approved assistant is teaching the class. The State Fire Training staff attempts to be accessible for comments or questions about the system. Site visits are a way to make staff accessible to instructors, students or training coordinators statewide.
3. Direct written comments/complaints will be handled in the same way as formal written evaluations. Verbal comments/complaints will not be acted on. Verbal complainants will be requested to submit their comments in writing.

#### (E) ACTION TO ENSURE ACCOUNTABILITY

Corrective action may be necessary to ensure compliance with the policies of the California State Fire Marshal's Office and to call to the instructor's attention any problems that have arisen during or after a course.

The California State Fire Marshal's Office views this section with seriousness as we realize that revoking an individual's instructor registration has far reaching effects. For that reason, we will afford all rights and privileges that are normally found in an administrative hearing, including appeal rights.

##### (a) Remedial Action

1. Corrective comment: This is the least serious in terms of adverse action and will usually be corrected through personal contact, either on the telephone or in person.
2. Written comment: This form of comment will serve as documentation in the instructor's file of a policy breach or infraction.
3. Multiple written comments may lead to a notice of instructor suspension or revocation.

##### (b) Suspension of Instructor Registration

1. Suspension of instructor registration is adverse action that may be heard administratively.



2. It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting an accredited course.
3. The instructor will receive written notification of the proposed suspension. The notification will include specific details of the policy breaches or other infractions and the penalty proposed. This notification will be made by the Division Chief, State Fire Training.
4. The instructor will be given a specified period of time to respond to the notice of suspension in writing. This time will not be less than fourteen (14) calendar days nor more than thirty (30) calendar days.
5. Immediate suspension may occur if, in the opinion of the OSFM, that a violation of or a threat to public safety has occurred.

In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in this section (B)(4).

(c) Revocation of Instructor Registration

1. Revocation of instructor registration, the most serious form of action, is adverse action that may also be heard administratively.
2. It will be based on documented evidence of policy breaches or flagrant misbehavior as an instructor while conducting an accredited course.
3. The instructor will receive written notification of the proposed revocation. The notification will include specific details of the policy breaches or other infractions and the penalty proposed. This notification will be made by the Division Chief, State Fire Training.
4. The instructor will be given a specified period of time to respond to the notice of revocation in writing. This time will not be less than fourteen (14) calendar days nor more than thirty (30) calendar days.
5. Immediate revocation may occur if, in the opinion of the OSFM, that a violation of or a threat to public safety has occurred.

In these cases, the instructor will immediately be required to cease all instructional activities. Appeal of this decision may then be submitted as provided in this section (B)(4).

(d) Appeal Process

1. Step 1

The instructor must submit in writing any and all evidence to support reversing the instructor registration denial.

The appeal is to be submitted to the Deputy Director, State Fire Training, within thirty (30) calendar days of the denial.

The Deputy Director will review submitted materials within seven (7) calendar days of receipt.

If requested by the instructor in the written appeal request, or required by the Deputy Director in order to fully examine the issues, an administrative hearing will be scheduled and held.

The Deputy Director will, in coordination with the instructor, schedule all administrative hearings. The date, time, and location of the hearing will be forwarded to the instructor so as to provide no less than fourteen (14) calendar days notice no more than thirty (30) calendar days notice.

After review of all submitted materials and/or testimony provided during an administrative hearing, the Deputy Director will, by written letter, notify the instructor of decision to uphold, modify, or withdraw the denial of instructor registration.

This notification will be forwarded within fourteen (14) calendar days of the receipt of the written appeal request or from the date of the administrative hearing. The notification will advise the instructor of the effective date of the action, as well as the next level of appeal.

## 2. Step 2

Should the instructor desire to further appeal the process outlined in Step 1 will be followed with the exception that the appeal will be submitted to the State Fire Marshal.

The State Fire Marshal may designate the Chief Deputy Director, or his/her designee, to conduct the appeals process and render a decision on behalf of the State Fire Marshal.

3. Step 3

Should the instructor desire to further appeal, the final level will be to the State Board of Fire Services.

The State Fire Marshal will agendize the appeal for the next regularly scheduled meeting of the Board provided that meeting is no less than thirty (30) calendar days from date of receipt of request.

The State Board of Fire Services will hear the appeal in accordance with provisions of the Brown Act and any other applicable laws or regulations.

If applicable and allowed by law, the appeal hearing shall be conducted as an executive session item relative to confidential personnel matters.

The decision of the State Board of Fire Services will be considered final and binding.

(e) Reinstatement

Reinstatement as a Primary Instructor can be achieved by:

1. Meeting all terms of disciplinary action.
2. Reapplying for instructor registration.
3. Meeting all current instructor requirements.

(f) Denial of Instructor Registration

1. Denial of instructor registration is adverse action that may be heard administratively.
2. It will be based on documented evidence of incompetence, unwillingness to abide by policy, negative recommendations or other quantifiable factors.
3. The appeal process will be the same as (B)(4)(a) of this section.
4. The appeal is actionable only if all other instructor requirements are fulfilled and the only issue is the documented evidence as stated in (B)(6)(b) above.

1. To supply electrical power for fans, lights, etc. If there is a readily available power supply, a generator would not be needed. Needs to be adequate enough to supply power needs.
2. As needed to supply power to the scenarios.
3. Four gas monitors are recommended but separate monitors that detect O<sub>2</sub> levels, flammable gases, and toxic gases that would be expected in the spaces to be entered would suffice. One should have a pump and extension hose for pre-entry assessment. The second can be a diffusion type for the Entry Team. Examples of colormetric tubes and other types of monitors would give the students a more complete understanding of atmospheric monitoring.
4. Allows the students to set up any combination of ventilation systems that is appropriate for the given situation.
5. Students can be required to supply their own.
6. One must be capable of supplying the Entry Team and victim, the second is for the Back-up Team. Enough Grade "D" breathing air must be available to run the required scenarios. This can be supplied by a compressor with back-up tanks or by having enough air tanks and/or a refill capability.
7. Two additional systems would be needed if supplied air is required and the first two systems are not able to be used at both scenarios. No additional systems would be needed if the second scenario allows the use of SCBA's.
8. This will vary with different scenarios. Enough airlines with sufficient length for the Entry Team, Back-up Team, and the victim.
9. None needed if SCBA's are used for the second scenario.
10. None needed if SCBA's are used for the second scenario.
11. This can be a supplied air system or a SCBA with enough air to complete the rescue.
12. The hardline communication system should accommodate the Entry Team and the Back-up Team. It should meet the requirements set forth in ASTM standard F1764, The Standard Guide for the Selection of HARDLINE COMMUNICATIONS SYSTEMS for CONFINED SPACE RESCUE. ASTM, 100 Barr Harbor Drive, West Conshohocken, PA, 19428-2959, 610-832-9585.
13. If other means of communication will meet the requirement of GISO Title 8, Article 108, Section 5157, they can be used in place of a hardline system.
14. The tripod shall have a minimum tensile strength of 5000 pounds to meet OSHA requirements. To better prepare the students for what they may encounter in the field, as many different tripods and davits as possible should be available.
15. If the second scenario is a vertical entry, a second high anchor point is required. A ladder system, a second tripod or davit, or other anchor point will work. If the second scenario is a horizontal entry

nothing is required.

16. A rope retrieval system can be used for a second vertical entry.
17. None if the second scenario will allow use of another type of victim packaging.
18. None if the second scenario will allow use of another type of victim packaging.
19. None if the second scenario will allow use of another type of victim packaging.
20. Other lengths may be required by the scenarios.